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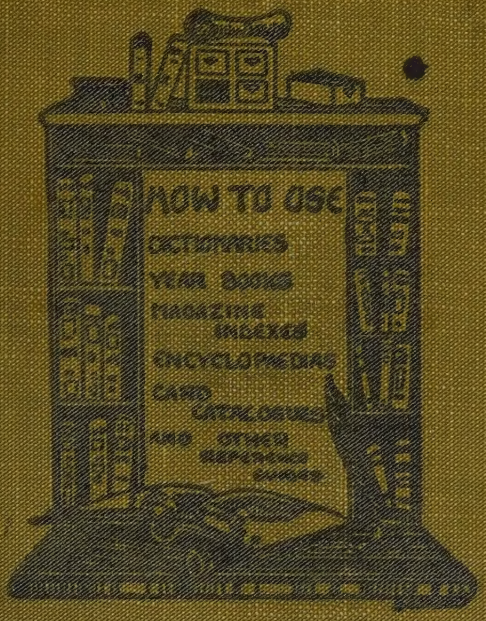
REFERENCE GUIDES

THAT SHOULD BE KNOWN

AND

HOW TO USE THEM



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Reference Guides

That Should Be Known and How To Use Them

A series of eight groups of graded lessons on the use of reference books which could be given in connection with the English Courses in High and Normal Schools

By
Florence M. Hopkins
Librarian
Detroit Central High School

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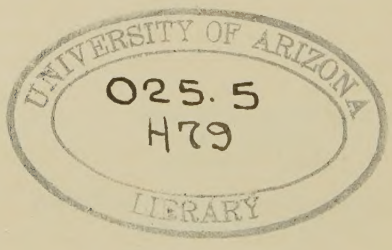

FOREWORD

Possibly the best way of presenting the points which it is hoped this series of lessons may emphasize is to quote directly from the preface of a Bulletin on "Library instruction in universities, colleges and normal schools," from the United States Bureau of Education, 1914—No. 34.

> Many educators of note, as well as college and university librarians, have emphasized the urgent necessity of instruction and training in "book-using skill." . . .
>
> The place of the library in the work of all departments is one of increasing importance. The library is a resource or reservoir from which the student should draw constantly for information and inspiration, whether his interest lies in history, literature, or science. Every month of delay in instructing him in the meaning and use of the library lessens the efficiency of his course.
>
> .. .. Every new student should be required to take some course in which is given definite practical instruction in the handling of library tools. It is not enough to instruct those who happen to choose history or literature. Such a course, moreover, should not only be required, but it should constitute a definite part of the work required for a degree. Perhaps the best way of securing its recognition would be to give it a definite credit toward a given degree.

If work of this character is so desirable for college and university students, it is also desirable, and even to a greater extent, for pupils in high schools, as it should be given as soon as profitable in the educational system. Early familiarity with the methods of arranging reference material in dictionaries, encyclopædias, magazine guides, general indexes, card catalogues, and many other accepted forms, is a great aid to clear, forceful, independent work in adult life.

To know in which book one should look for a date in history, or a magazine article on a desired subject, or the president's cabinet, or hundreds of similar points, should cause no more hesitation than it does to know in which book to look for a telephone number. None of us would willingly be hampered by not knowing how to use so necessary a reference book as a telephone directory; and yet, in a relative sense, a student who does not know where to look for ordinary information is correspondingly hampered.

39973

A series of eight groups of lessons, as outlined under the Contents, is herewith offered as a suggestion of what might be accomplished in teaching the use of important reference books to high school students by giving, in a graded sequence, possibly through the medium of the English classes, a few full period lessons each term, provided the lessons could receive the same serious attention as that granted to other subjects. The instruction could be given either by a teacher or by a librarian; preferably by a librarian, sufficiently relieved from her routine duties to enable her to take some regular class period of a teacher. In the latter case, the librarian should have the authority that a teacher would have to assign work, and to require that it be prepared with the same care that any other lesson would receive, and that it be credited by the teacher as other lessons of equal length would be credited. Such a recognition of the librarian as teacher would be in accord with the movement of granting full faculty membership to high school librarians, even conceding them, in large schools, the position of department head as, in a relative sense, is granted to most college librarians. The place of the library in high school education is in its infancy, but the promise of its growth and value is rich beyond present realization.

The plan of the outline is to explain the general scope and the arrangement of important reference material on different subjects, and then to follow the explanation with concrete examples and problems. In most cases detailed guidance is given as to where the information called for could be found. It was estimated that a student who was in earnest would not abuse such guidance but could become acquainted with this wide range of unfamiliar work in the limited time allotted more easily, more quickly, and in a more satisfactory way because of it. Students not in earnest would profit but little from any plan.

The books referred to should be available to students for examination, if it is possible. However, in cases where some of the more expensive books are not in the local library, much can be done by means of the specimen entries, and by adapting material which is available to the point to be illustrated. Like all other laboratory work, the best results can be obtained only when each individual pupil works out the problems suggested, or equally revealing ones devised either by himself or another.

Appreciation of the courtesy of firms who have granted the use of plates is herewith gratefully acknowledged.

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GROUP 1.

SUGGESTED FOR

9th Grade, B Class; or any convenient Grade.
Or for individual study
Time, about 2 periods of 40 minutes each.

A. Parts of a Book: Title Page; Preface; Introduction; Table of Contents with Specimen Entry; Simple Index; Indexes to Sets, with Specimen Entries; Problems on Parts of a Book.

B. Concordances: Specimen Entries; Concordances that should be Known; Problems on the Use of Concordances.

C. Atlases: Specimen Entry from the Century Atlas; Atlases that Should be Known; Problems on the Use of Atlases.

GROUP 2.

SUGGESTED FOR

9th Grade, A Class; or any convenient Grade.
Or for individual study.
Time, about 4 periods of 40 minutes each.

A. Dictionaries: Specimen Entries, with Problems from Funk and Wagnalls New Standard, and from Webster's New International.

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C. Growth of Dictionaries. Specimen entry from Murray, New English Dictionary.

GROUP 3.

SUGGESTED FOR

10th Grade, B Class; or any convenient Grade.
Or for individual study.
Time, about 3 periods of 40 minutes each.

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B. Encyclopædias and Dictionaries of Special Subjects: Encyclopædias and Dictionaries of Special Subjects that Should be Known; Problems on the Use of Encyclopædias and Dictionaries of Special Subjects.

GROUP 4.

SUGGESTED FOR

10th Grade, A Class; or any convenient Grade.
Or for individual study.
Time, about 2 periods of 40 minutes each.

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GROUP 5.

SUGGESTED FOR

11th Grade, B Class; or any convenient Grade.
Or for individual study.
Time, about 3 periods of 40 minutes each.

A. Indexes to Magazine Articles: Specimen Entry from the Readers' Guide to Periodical Literature; Problems on the Use of the Readers' Guide.

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D. Special Day Celebrations: Guides to Special Day Celebrations that Should be Known; Problems on the Use of Guides to Special Day Celebrations.

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GROUP 6.

SUGGESTED FOR

11th Grade, A Class; or any convenient Grade.
Or for individual study.
Time, about 3 periods of 40 minutes each.

A. Year-Books: Year-Books that Should be Known; Problems on the Use of Year-Books.

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GROUP 7.

SUGGESTED FOR

12th Grade, B Class; or any convenient Grade.
Or for individual study.
Time, about 3 periods of 40 minutes each.

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B. Book Selection: Specimen Entry from the Cumulative Book Index; Guides to Book Selection that Should be Known; Problems on the Use of Guides to Book Selection.

GROUP 8.

SUGGESTED FOR

12th Grade, A Class; or any convenient Grade.
Or for individual study.
Time, about 2 periods of 40 minutes each.

A. Public Documents: United States Publications: a Few Important United States Government Publications that Should be Known; Simple Problems on the Use of Certain United States Government Publications.

B. Public Documents: State Publications: a Few Important State Publications that Should be Known; Simple Problems on the Use of Certain State Publications.

C. Public Documents: City Publications: a Few Important City Publications that Should be Known; Simple Problems on the Use of Certain City Publications.

REVIEW PROBLEMS.

SUGGESTED FOR

Senior class in high school;
Or junior class in college;
Or for individual study.
Time, about 3 period of 40 minutes each.

A. 150 Additional Reference Problems.

B. Key to Review Reference Problems.

Reference books are clearing houses of knowledge. They are libraries in miniature, focusing into a single book information scattered through a thousand volumes. The ordinary reader knows but little of them, and realizes but slightly the great help they would be to him in his daily reading and daily living. *Kroeger: Reference books: W. E. Jordan.*

I have long known how much books of reference fail of all the good they might accomplish simply from ignorance of them or inability to use them intelligently. *Kroeger: Reference books: Justin Winsor.*

The ability to use reference books repeatedly and with the minimum loss of time is one of the chief evidences of scholarly equipment, and pupils should early be trained in this most important part of their education. *James Chalmers.*

Knowing how to consult books for information is often of more value than the facts themselves. How to use books is of prime importance in education: hence the value of reference books, and the importance of careful and systematic training in their use. *National Educational Association: Report for 1890.*

The difference between an educated person and one not educated is, that the first one knows how to find what he wants and the other does not. *E. E. Hale: How to do it.*

The spirit of self-help is the root of all genuine growth in the individual; and exhibited in the lives of many, it constitutes the source of national vigor and health. Help from without is often enfeebling in its effect, but help from within invariably invigorates. *Samuel Smiles: Self-help.*

A: PARTS OF A BOOK.

The order, as adopted by publishers, for the arrangement of material in books is usually as follows:

a. Title Page.
b. Copyright date.
c. Preface.
d. Introduction.
e. Table of Contents.
f. List of Illustrations or Maps.
g. Body of the work.
h. Appendix, or Commentary, or Special Notes.
i. Index or Indexes.

The Title Page is the page on which appears:

a. The full title of the work.
b. Its author, editor or compiler, together with indications of any position, achievement or scholarship which might serve to claim the confidence of the public.
c. Number of editions through which the work may have passed, if more than one.
d. The publisher, and the city in which the firm is located.
e. The copyright date, on the back of the title page, indicating when the subject matter was prepared or revised.

A copyright is granted by the United States government, through the copyright office, Library of Congress, Washington, D. C., for one dollar. It covers a period of twenty-eight years and grants to the one owning the copyright the exclusive privilege of preparing and selling the book for that length of time. The date below the publisher's name indicates that the particular edition in hand was printed in that year from the plates prepared at the time of the last copyright date.

A Preface is a presentation of a book by the author himself to his reading public. It enables him to talk more familiarly with his readers than he otherwise could, and to thank any friends who may have aided him in the preparation of the work. In the preface he usually tells what his aim was in writing the book, and what he hoped to accomplish through it. It is often a very valuable part of a book and generally well worth reading.

An introduction usually introduces the reader to the general subject discussed. If the book is a work on American Literature, for example, an introduction would probably give a brief essay on the subject of American Literature in general:

The Table of Contents of a book is:

a. A list of titles of the chapters contained in the book arranged in the order in which they appear. It serves as a summary of the subject matter treated in the book.

b. If the book is a collection of an author's poems, the Table of Contents sometimes reveals the chronological order in which the poems were written.

c. If the book is a work on history, the Table of Contents usually gives in briefest outline the great movements in the history of the period of the country of which it treats.

d. Whatever the nature of the book is, the Table of Contents may be considered as bearing the same relation to the complete book as the headlines of newspapers do to the full articles.

e. Long articles in encyclopædias are usually sub-divided under headings to indicate the contents.

When answering the following questions, by means of the specimen entry from the contents of Universal Literature, by Botta, inserted herewith by the courtesy of the publishers, try to realize the place and value of a Table of Contents in giving a summary of the subject of a book:

Has China produced any encyclopaedias? Any poetry? Any fiction?

What was the ancient religion of Persia?

Is the language of each nation considered by this author, when studying its literature?

Was there any fiction in Egyptian literature? Any science?

To what nation does the Sanskrit literature belong? What were their leading sacred books? Name two of their important Epics.

Into how many periods does this author separate Greek literature? In the first period, name the poems of Hesiod. Of Homer. Who was a historian in this period? Who were the tragic poets in the second period?

A Specimen entry from
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(Use of plates granted by the courtesy of the publishers, Houghton, Mifflin & Co.)

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Illustrations and Maps are arranged in the order in which they appear in the book. Very seldom is an alphabetical arrangement of illustrations given, though such an arrangement might often be very desirable.

The body of the work may consist of few or of many pages, or of one volume, or more, according to the plan of the author or the publisher.

The Appendix, or the Special Notes, or the Commentary, consists of material desirable for explanation or enlargement of the subject matter of the book itself, but which does not properly belong in the body of the work.

The index is:

a. An alphabetical arrangement of the topics contained in the book; together with references to the pages on which they are discussed.

b. Usually at the back of the work, rarely at the front.

c. Usually at the back of the last volume, if the work is in more than one volume.

d. More than one index is sometimes desirable. In collections of poems, especially, several indexes are found: one of the titles; another of first lines; another of authors. Usually these indexes follow each other at the back of the book, though sometimes one or more will be at the front and the others at the back.

e. When consulting an index of first lines, care must be taken to remember exactly the first word of the line, even though that word be "The," or "A," or "An," for the alphabetical arrangement of first lines is always made with reference to the first word. The alphabetical arrangement of a Title Index disregards the article.

f. Indexes differ greatly in their completeness and in their arrangement. The abbreviations used in them, and an appreciation of their indispensable value is essential to reference work.

g. If an index has any feature or abbreviation of its own, not common to all indexes, look for a note of explanation at the beginning of the index.

The following specimen entries, taken directly from the works as indicated, will serve to illustrate the main points. If possible, consult these books; if they are not available, consult any other books well indexed. The illustrations are given here simply to facilitate explanation.

A specimen entry under Emerson from the index at the back of Introduction to American Literature by Pancoast.

Notice that Emerson is mentioned many times in the book, but important pages are indicated by a dash between them; unimportant pages are separated by commas.

Emerson, Ralph Waldo, 7, 11, 143, 151, 156, 160, 162, 164-178, 202, 214, 240-242, 285, 297; compared, 66, 180, 185, 190, 198, 199, 211, 218, 219, 252, 264, 316; quoted, 199, 204; Life: (Cabot) 177, (Garnett) 177, (Grimm) 177, (Holmes) 177. Study List, 177, 178

Between what pages do dashes appear? Which of these pairs includes the largest number of pages? On what page, therefore, does the longest continued account of Emerson's life begin? To use this index to the best advantage for finding a life of Emerson one should turn directly to which page? Name each one mentioned who has written a life of Emerson. On which pages is a study list given? Name several unimportant pages.

A specimen entry under "Dickens" from the index at the back of the last or the third volume of Life of Henry Wadsworth Longfellow by Samuel Longfellow.

Notice—

1. The number of the volume is not repeated every time reference is made to it: the eye must be careful and accurate in determining which volume is designated. References to volume 1 come first; to volume 2, next; and to volume 3, last.

2. Longfellow's name is not given in full but is abbreviated by L.

3. Dickens' name is not mentioned, but is understood, usually after the word "of":

> Dickens, Charles; L. entertains, i. 279; popularity of, 340; second visit of, 414; play in New York ridiculing the reception of, 420; letters to L. from, 438, 451; L. comments on the "American Notes" of, 440; visit of L. to, in London, 416, 440; L. describes house hold and friends of, ii. 9; .....
> .....third visit of, to America, iii, 100; L. entertains, 100; first reading of, 100; L. on the readings of, 101, 102; writes to L. on his birthday, 104; L. visits, at Gad's Hill, 114, 119.

Give the volume and pages for:

a. Longfellow entertains Dickens. (Find reference in volume I and also in volume III.)
b. Popularity of Dickens.
c. Letters to Longfellow from Dickens.
d. Visit of Longfellow to Dickens both at London and Gad's Hill.

A specimen entry under "Washington" from the index at the back of the last or the eighth volume of England in the Eighteenth Century by Lecky.

Notice—

1. That the volume is not repeated every time reference is made to it; the eye must be careful and accurate in determining which volume is designated. References to volume 2 come first; to volume 3, second, etc.; the pages in each volume appearing in numerical sub-order.

2. Instead of repeating the volume and the page when two references are the same, the abbreviation "ib." is used, which means the same as the last mentioned.

3. Instead of indicating prominent pages by a dash, the abbreviation "sq.," which is an abbreviation of the Latin word, "sequens," is used, (sometimes "seq." or sqq.") meaning "the following." (Some indexes use "f" or "ff" for following. An asterisk [*] is frequently used to indicate prominent pages; so also is heavy type.)

> Washington, George: first appearance of his name, ii. 483; made Commander-in-Chief, iii. 466; sketch of his life; in New York (1776), iv. 1; retreat from New York, ib.; .....insubordination of his troops, 6; disbandment, 18; retreat to Pennsylvania, 21; continued complaints about his men, ib.; defeats Germans at Trenton, 28; .....complaints of disaffection and apathy, 61; cabal of generals against him, 102; advocates half pay for officers, ib.;
> .....
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> .....Offered a crown by army, 269; recalled to the head of the army in 1798, viii. 125

Give the volume and pages referred to for:

a. "Continued complaints about his men." What does "ib" mean?
b. "Execution of Andre." What does "sq." mean?
c. "Offered a crown by army."

A specimen entry under "Books" from the index at the back of the last or the fiftieth volume of Harvard Classics—(Dr. Eliot's Five-foot shelf).

Notice—

1. The volume is not repeated every time reference is made to it: the eye must be careful and accurate in determining which volume is designated.

2. The references are sub-arranged alphabetically in this index; that is, a reference to what "Confucius" says about "Books" is under C, what "Locke" says, under L, etc.

3. A dash indicates the number of pages included in the reference.

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Give the volume and pages referred to for:

a. Ruskin on books for girls. (Find R, in sub-order.)
b. Locke on books for children.
c. Under what word in the index would references for "censorship" of books be given?
d. The last entry of the index refers to what other word for further references?

A specimen entry from the index at the back of the last or second volume of Life of Washington, by Lodge.

(Use of plates granted by the courtesy of the publishers, Houghton, Mifflin & Co.)

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Savannah, attack upon, i. 240.
Schuyler, Philip, accompanies Washington from Philadelphia to New York, i. 133; in command of northern department, 199; devotion to Washington's ideas, 201; removed from command, 203; value of services of, 204; would not have permitted conditional surrender at Saratoga, 205.
Shays insurrection, ii. 26.
Shirley, Governor, Washington's visit to, i. 88, 94.
Short, William, sent as commissioner to Spain, ii. 163.
Slavery, Washington's views upon, i. 101.
Sparks, Jared, treatment of Washington's letters, ii. 332, 333.
St. Clair, Arthur, campaign against Indians, and defeat, ii. 93, 94; Washington's treatment of, 97.
Steuben, Baron, rightly valued by Washington, i. 187; inspector-general, 225; desires to quit inspectorship, 242; special envoy to get surrender of western posts, 335.
Stirling, Lord, taken prisoner at Long Island, i. 161.
Stony Point, capture of, i. 261.
Stuart, Gilbert, portrait of Washington, i. 13; description by, of Washington, 55.
Sullivan, John, at Trenton, i. 175; at the Brandywine, 192, 193; at Newport, 236, 237; sent against Indians, 259.
Supreme Court, appointed by Washington, ii. 71.

Talleyrand, report on death of Washington, i. 1 (note); remark upon Hamilton, ii. 137; Washington's treatment of, ii. 249.
Thackeray, W. M., description of Washington's resignation of his commission, i. 340.
Thatcher, Dr., description of Washington, i. 134.
Thomson, Charles, Washington's compliment to, ii. 345.
Trenton, battle of, i. 175; strategic and political value of battle of, 178.
Trumbull, Jonathan, Washington's friendship for, ii. 358.
Tryon, Gov., intrigues of, i. 154; raids in Connecticut, 262.

Valley Forge, wintering the army at, i. 221 ff.
Van Braam, Jacob, i. 63; goes with Washington to France, 64.
Virginia, contrast of society of, in 1732 and now, i. 16; population, 17; towns, 18; travel and travellers, 19; slaves and poor whites, 20; middle class and great planters, 21; occupations of planters, 22; education, 23; habits and life of planters, 24; luxury and apparent wealth, 25; interests and amusements, 26, 27; liberty-loving and aristocratic spirit in, 28; thanks of, to Washington after his first campaign, 77; British campaign in, 295, 298; free trade in, ii. 114; nullification resolutions, 261; aristocracy of, 310.

Washington, Augustine, father of George, i. 37; death of, 38; character, 45.
Washington, George, honors to his memory in France and England, i. 1–3; in the United States, 4; general admission of his greatness, 6; tributes from distant countries, 6; "an unknown man," 7; minuteness of existing knowledge, 8; a mythical character, 9; the Weems myth, 10; other myths, 11; no new Washington, 12; all not told, portraits of Stuart and Savage, 13; a silent man, 14, 67, 68: pedigree, 29, 32; birthplace, 37; character of mother of, 39; early stories about, 43; their character, falsity, and origin, 44, 45; early teachers, 46; plan for his going to sea, studies to be a surveyor, 49; rules of behavior in his diary,

Notice that even a note is indexed, under Talleyrand. (Give volume and page.)

Give volume and page for each of the following:

Edmund Randolph's succession to Jefferson.

Philip Schuyler's devotion to Washington's ideas.

Wintering the army at Valley Forge. ff. means "following."

Gilbert Stuart's portrait of Washington. (Under both Washington and Stuart.)

Habits and Life of Planters in Virginia.

A specimen entry under "Dana" from the index at the back of the last or the second volume of Life of William Cullen Bryant by Park Godwin.

Notice that there is no indication of what the prominent pages are, nor of the kind of information given. Is this a good or a poor index?

Dana, Richard T., i, 104, 150, 151, 165, 166, 173, 175, 185, 191, 194, 196, 213, 215, 220, 222, 226, 229, 233, 234, 236, 241, 275, 276, 284, 294, 298, 356, 376, 381, 382, 390, 399, 407; ii, 14, 15, 16, 17, 35, 36, 51, 52, 77, 94, 124, 126, 136, 137, 187, 191, 218, 231, 248, 249, 252, 265, 273, 275, 277, 287, 300, 336, 337, 397.

Name the first page and the last page referred to for volume i, and the same for volume ii. Are the pages in numerical order, in the respective volumes?

PROBLEMS ON PARTS OF A BOOK.

Examine one or two text-books, or any convenient books, or sets of books in several volumes, and answer the following:

1. What is the full title of the work?

2. Give the full name, if indicated, of the author, the editor, or the compiler; together with position, or degrees, or both. If more than one author, name each.

3. a. What firm publishes the work?
   b. Where is the publisher located?
   c. What is the last copyright date? Who owns it? If there is a date under the publisher's name, does it differ from the copyright date? For how many years does a copyright protect its owner? How much does it cost? Through what office is it secured?

4. Is the work dedicated or inscribed to any one? Is there a preface? If so, how many pages? Without reading the preface name any special features, such as acknowledgements, for example. Is the preface signed? If so, are initials used, or is the name given in full? Is it dated?

5. Is there a special introduction to the work, aside from the preface?

6. Does the Table of Contents give, in large general headings, an outline of the subject treated?

7. Has the work:
   a. More than one volume? If so, how many? If the volumes are arranged alphabetically, give the letters for volume 1.
   b. Illustrations ? Maps ? Plates or Tables?
   c. An Appendix? Special notes? Commentary?
   d. One or more indexes? If more than one index, how arranged? Describe the index arrangement carefully.
   e. Number of pages, if in one volume.

8. Name any special features not called for in the above.

9. What do the following mean: Ibid, or ib.; sq. (seq. or sqq.); f. or ff.; dash between pages? Sometimes the word "passin" is used in an index which means scattered here and there.

10. Name several ways for sub-arranging references in indexes of sets.

11. James Russell Lowell's poem entitled the "Present crisis," and beginning, "When a deed is done for Freedom," is included in a number of collections of poems. Under what three indexes is it probably placed, and under what letter in each?

12. Consult, if available, Gayley's Classic myths in English literature and name:

a. The different indexes.
b. A poem by Matthew Arnold pertaining to the myth of Balder.
c. A piece of sculpture with Penelope as the subject. ("C," or "Com.," in the index refers to notes in the commentary.)
d. Consult the contents and notice the headings. Name the subjects for chapters 1, 5, 11, 25, 27.
e. How many illustrations does the book contain? In what order is the list given?

13. If an index has some special abbreviations or features of its own, as for example, the Gazetteer in Webster's Dictionary, where are they usually explained?

14. In the specimen entry of the Table of Contents for Botta, Universal literature, what page is referred to for Chinese literature? For Japanese literature? What pages are therefore devoted to Chinese literature? Would education in China be near page 7 or page 14?

15. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book and form one or two individual reference problems.

B: CONCORDANCES.

A Concordance is an alphabetical index of all the significant words used in the work so treated, and indicates where each word may be found.

A Concordance to Shakespeare, for instance, indexes in one alphabetical order, the significant words in all of his plays, and indicates in which play, act, and scene such words may be found. For example, to find in which of his plays appears the song containing:

"Hark! Hark! the lark at heaven's gate sings,"

look in a Shakespeare concordance for one of the prominent words, such as "lark," "gate," "hark," as if it were a word in the dictionary.

Below are given a few of the entries under the word "lark" from Clarke's Concordance. Notice that the sub-arrangement is by plays, and that the titles of some of the plays are abbreviated. Phrases in connection with the word "lark" easily indicate which reference is the one desired. In what play, act, and scene does the song come? In what play, act, and scene does the last phrase given in the specimen entry come? Where is the first phrase to be found?

Specimen entry from Clarke's Concordance to Shakespeare.

LARK—more tuneable than lark.....Mid. N. Dr. i. 1.
the finch, the sparrow and the lark.....iii, 1 (song)
I do hear the morning lark.....iv. 1.
doth sing as sweetly as the lark.....Mer. of Venice. v. 1.
from the rising of the lark to.....Henry v, iii. 7.
stir with the lark to-morrow.....Richard iii. v. 3.
the lark at heaven's gate.....Cymbeline, ii. 3. (Song).
nightingale, and not the lark.....Romeo and Juliet. iii. 5.
it was the lark, the herald of the morn.....iii. 5.

Many excellent collections of quotations from different authors have been published. Hoyt, Cyclopædia of quotations, and Bartlett, Familiar quotations, are among the best of these. To find the author of the common saying:

"An honest man's the noblest work of God,"

consult the index in one of these collections under any prominent word, such as "honest" or "noblest." Below is given the entry

under "Noblest" in the concordance at the back of Hoyt. Notice that the first word in each line in this entry is in alphabetical order as shown by "envy," "her," nature," etc.

On what page will the desired quotation be found? (The "u" indicates the sub-location of the quotation on the page.)

Noblest—earth's n. thing††.....657. i
envy assails the noblest.....694. e
her n. work she classes.....645. w
nature framed for n. things.....387 n
n. character is stained.....729. i
n. Roman of them all*.....418. l
noblest work of God†.....371. u
the noblest mind the best.....112. h
the two noblest of things.....418. m

The author and the exact citation of the quotation,

"This was the most unkindest cut of all,"

could be found by consulting Hoyt's Cyclopædia of quotations, or Bartlett's Familiar quotations, or a Shakespeare Concordance, using the index under either "unkindest" or "cut." Under "cut," in Bartlett, the index gives the following:

Cut and came again, 444.
beard of formal, 69.
him out in little stars, 107.
is the branch, 41.
loaf, to steal a shive of a, 104.
most unkindest of all, 113.
take the short, 753.

Is there any sub-alphabetical arrangement with reference to secondary words?

To what page is reference made for the desired quotation?

A part of page 113, of Bartlett's Quotations, is given herewith. Notice that the author's name is printed but once, and that it appears at the top of the page. All quotations on this page are from Sharespeare, and are in the play of Julius Cæsar. The name of the play is printed but once. The abbreviation "ibid" comes from ibidem, which means in the same place as the preceding and indicates that the quotation is found in exactly the same act and scene as the one directly above it.

Consult the specimen entry of page 113 and tell:

a. In which act and scene and play the desired quotation comes.

b. In which act and scene and play appears the quotation, "Thou art the ruins of the noblest man that ever lived."

Specimen entry from page 113 of Bartlett. Familiar quotations:

SHAKESPEARE.

Though last, not least in love. Julius Cæsar. Act III. Sc. 1.

Thou art the ruins of the noblest man
That ever lived in the tide of times. Ibid.

Romans, countrymen, and lovers! Hear me for my
cause, and be silent that ye may hear. Sc. 2.

Not that I loved Cæsar less, but that I loved Rome
more. Ibid.

For Brutus is an honorable man;
So are they all, all honorable men. Ibid.

O judgment! thou are fled to brutish beasts,
And men have lost their reason. Ibid.

This was the most unkindest cut of all. Ibid.

CONCORDANCES THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Bible.
   a. Cruden. Concordance to the Holy Scriptures. N. Y. Dodd. $1.00.
   b. Many other concordances to the Bible, such as:
      1. Strong or Young, which are very exhaustive.
      2. Oxford Teachers' Bible. (Brief.)
   c. Bible concordances index under important words; usually sub-arranged under book, chapter and verse.
2. General.
   a. Bartlett, John. Familiar quotations. N. Y. Little, Brown & Co. $3.00.
      1. A collection of passages, phrases and proverbs traced to their source in ancient and modern literature; includes some Biblical quotations.

2. Indexed by important words at the back; sub-arranged alphabetically, with reference to the word of secondary importance.

3. Author index at the front; quotations arranged by author. No subject arrangement given.

b. Hoyt, J. K. Cyclopædia of practical quotations. N. Y. Funk and Wagnalls. $6.00.

1. Quotations from the English, Latin and modern foreign languages. Quotations from the Bible are not included.

2. a. Indexed by important words at the back; sub-arranged alphabetically with reference to words of secondary importance.

b. Letter indicates the position of the quotation on the page referred to; prominent authors indicated by special signs, see note preceding index.

3. Quotations arranged by subject. Subject index at the front.

4. Author index at the back.

c. Walsh, Wm. S. Prose and poetical quotations from the literature of the world. Phil. Winston Co. $3.00.

1. Quotations arranged by subject; subject index at the front.

2. Authors indexed at the front.

3. Full concordance at the back under important words.

3. Shakespeare.

a. Bartlett, John. Complete concordance to the dramatic works of Shakespeare. N. Y. Macmillan. $7.50.

b. Mary Cowden Clarke. Concordance to Shakespeare. N. Y. Scribner & Co.

c. Each of these concordances is a verbal index to the works of Shakespeare. Arranged under important words; sub-arranged under plays.

4. Bryant, William Cullen, editor. A new library of poetry and song.

a. A standard collection of short popular poems from different authors.

b. The analytical index of quotations at the back of late editions forms a kind of concordance.

5. Special. Concordances are prepared for the works of individual authors of prominence, such as:
    a. Milton.
    b. Shelly.
    c. Wordsworth.
    d. Tennyson.
    e. Dante.

6. Dictionaries. If a quotation contains a peculiar word, it can sometimes be traced by looking for the word in one of the large dictionaries. The Standard, the Century and the Murray dictionaries indicate the author, work, and part of work for any quotation cited. Webster gives only the author.

PROBLEMS ON THE USE OF CONCORDANCES.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide, if material is not familiar.

1. What does the word "concordance" mean? What is its derivation? (Find in a dictionary.)

2. A quotation from Shakespeare, for example,

"My crown is called content, a crown it is that seldom kings enjoy"

could be found in what concordance and under what index arrangement? 3: a. b. c. Might it also be found in a general concordance? Name one which would be likely to give it. 2: a. b. c.

3. A passage in the Bible, such as

"A soft answer turneth away wrath"

could be found by using what concordance and under what index arrangement? 1 a. b. Might it also be found in a general concordance? Would Bartlett or Hoyt be best to use, and why? 2: a. 1 and 2, b. 1.

4. A quotation on a prominent subject, e. g. "Reading," could be found in what books listed and under what index arrangement? 2: b. 3 and 2, c. 1. Could one be found in Bartlett? 2: a. 3.

5. The sources of familiar quotations,

"The pen is mightier than the sword"

"Cleanliness is next to Godliness"

"God tempers the wind to the shorn lamb"

could be found by using what books and under what index arrangement? 2: a. 2. 2: b. 2. 2: c. 3.

6. What good collection of short poems has a kind of concordance at the back? Find where the following stanza appears:

"The isles of Greece, the isles of Greece,
Where burning Sappho loved and sung."

7. The exact location of a rather unfamiliar quotation from some known author, (e. g. Wordsworth) should be looked for in what special concordance? 5: c.

8. Under what conditions might a dictionary give the source of a quotation? Which dictionaries give full citations? Which gives only the author? 6.

9. Make a concordance for the second quotation on the specimen entry from Bartlett. Write each important word on a separate card, with catch words following. Test entries by referring to Bartlett.

10. The following quotation is on a wall in the Library of Congress: "How charming is divine philosophy." From what author and in which of his works it comes could be found how? 2: a. 2. 2: b. 2. 2: c. 3.

11. How are quotations sub-arranged on the page in Hoyt? How are prominent authors indicated in the concordance in Hoyt? 2:b, 2:b.

12. (Optional, but one of the most valuable exercises under each group.)

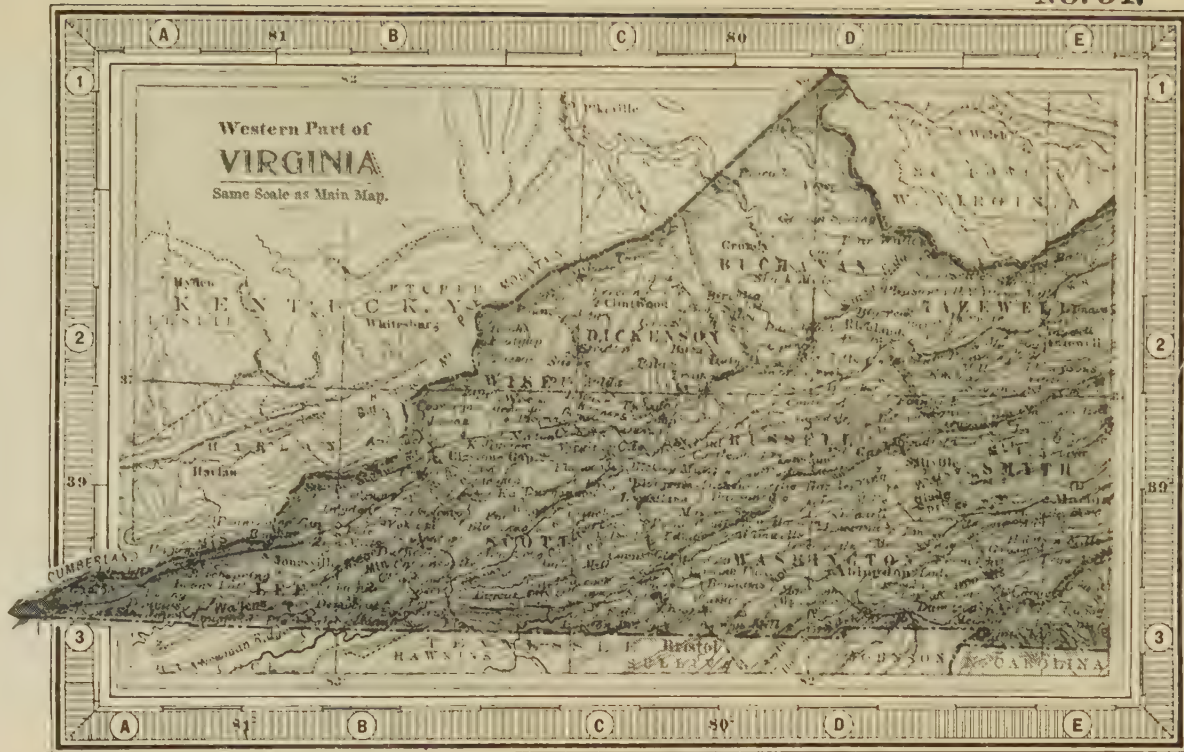
As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

C: ATLASES.

The preparation of maps and atlases is a feature by itself in book publishing. The need of special atlases for particular subjects, and of general atlases for ordinary use, corresponds to a similar need in other subjects. We, therefore, have atlases for astronomy, statistics, railroads, history, commerce. and many other subjects, as well as an infinite number of maps for different localities, such as sections of a country, counties, cities, etc.

The method for indexing any material of an atlas nature is usually some form of a cross-reference plan of referring to the desired section by means of letters and numbers, or in geographical atlases, frequently by longitude and latitude. To aid in making clear the references used for an atlas index, the Century Company have kindly provided a plate from their Atlas, of the western section of Virginia, which is reproduced herewith. Notice that capital letters appear at the top and at the bottom margins of the map, a little over an inch apart, and that numbers appear at the right and at the left margins. By means of letters and numbers the location of every place in the world has been carefully indicated in the excellent index at the back of the large atlas, which is arranged in one alphabetical order.

NO. 34.



This reproduction is from a colored map which is the cause of the blurred effect

If the index to the Century atlas were consulted under "Wallace," for example, the entries as given below would be found.

Wallace, Ala., 300	42	C	8
Wallace, Cal.	56	E	4
Wallace (c.h.), Idaho, 3,000	50	D	2
Wallace, Ind., 116	19	B	5
Wallace, Kan., 150	32	A	3
Wallace (Co.), Kan., 2,759	32	A	3
Wallace, Ky.	40	G	4
Wallace, La., 300	45	H	7
Wallace, Mich., 325	22	F	7
Wallace, Miss.	43	E	2
Wallace, Mo., 175	30	C	5
Wallace, Neb., 175	29	C	3
Wallace, N. Y., 275	13	H	7
Wallace, N. C., 444	36	O	5
Wallace, N. Dak.	26	C	1
Wallace, N. Dak.	26	E	2
Wallace (Co.), N. Dak. (now part of Stark Co.)	26	B	3
Wallace, Nova Scotia	62	F	4
Wallace, Oreg.	52	B	3
Wallace, S. Dak., 207	27	G	1
Wallace, Va., 200	34	D	3
Wallace, Wis.	24	D	3

Notice that the states are sub-arranged alphabetically, and that the Wallace in Virginia is among the "V's." After it, we find, "200 .....34 D 3." "200" means the population. "34" is the number of the map. Find "D" at the top or bottom margin and "3" at the right or left margin. If an imaginery line were drawn from D to D and another from 3 to 3, Wallace would be found somewhere near their intersection. Turn to the map and locate it. Notice what small places the Century Atlas indexes; are there any listed with a population less than 200?

Places are arranged under different alphabetical plans in different atlases, as:

a. In one general alphabetical order at the back of the atlas.

b. On the back of the map; sometimes separated under towns, rivers, lakes, etc.; sometimes in one general alphabetical order.

c. On the margins.

ATLASES THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Bartholomew.
   a. Citizen's atlas of the world. N. Y. Scribner. $7.50. Indexed at the back. Location indicated by latitude and longitude.
   b. Handy reference atlas. N. Y. Dutton. $1.50. Inexpensive and practical. Indexed at the back in one alphabet.
2. Century atlas of the world. N. Y. Century. $9.00.
   a. Constitutes the 12th volume of the Century dictionary and cyclopædia.
   b. Historical and astronomical maps, at the front.
   c. Small maps of large cities in United States.
   d. An exhaustive index at the back in one alphabet, giving population.
3. Cram. Atlas of the world. Ancient and modern. N. Y. Cram Co. $15.00.
   a. Historical maps at the back.
   b. Includes maps of prominent cities.
   c. Indexed on the backs of maps.
4. Dow, Earl. Atlas of European nations. Chicago. Holt. $1.50.
   a. Maps showing possessions at different stages of the history of the nations of Europe.
   b. Indexed at the back.
5. Encyclopædias frequently give maps under subjects, many times including maps of prominent cities.

   The Encyclopaedia Britannica indexes all places on all of the maps, in the general index in the last volume.
6. Everyman library atlases. N. Y. Dutton. 35c each.
   a. Literary and historical atlas of Europe.
   b. Literary and historical atlas of America.
   c. Atlas of ancient and classical geography.

Each atlas outlines for its respective subects, great historical movements, localities prominent in important literary works, growth of important cities, etc.

7. Kiepert. Atlas antiquus. N. Y. Steckert, $1.75.

   An atlas of the ancient world. Indexed at the back.

8. Rand and McNally Co. Publishers of many atlases. Chicago.

A. Library atlas of the world, 2 Vols. Chicago. Rand. $25.00.

Volume 1. United States; also published under title, Commercial atlas of America.

a. Index for each map on the back. under counties, lakes, rivers, towns, etc.
b. Railroads which pass through towns are indicated in the index by number; numbered lists of railroads given in red ink on the face of each map.
c. Electric lines passing through towns are indicated in the index by small letters; alphabetical list given at the end of the index of towns on back of map.
d. Full alphabetical list of railroads, electric lines, and steamship lines given at the front of the atlas.
e. Maps of important cities.

Volume 2. Foreign countries:

a. Indexed at the back in one alphabet.
b. Maps of important cities.

B. New imperial atlas of the world. Rand McNally. $1.75.

a. A good inexpensive atlas.
b. United States indexed at the back in one alphabet.
c. Foreign countries indexed on the margins of separate maps.
d. Large cities in the United States. Important streets indexed on margins.

9. Shepherd, W. R. Historical atlas. N. Y. Holt. $2.50.
   a. Maps showing the territory of different nations at different periods of their history.
   b. Indexed in one alphabet at the back.

10. Statistical atlas. An atlas showing the statistical returns of the United States Census. Washington, D. C., Census Office. A most interesting plan for showing the returns of the census by means of a color scheme. Examine, if possible.

11. Topographical maps; that is, maps of the physical features of many local places, can be secured from the Geological Survey at Washington for 10c each.

12. For an explanation and illustration of the "United States catalogue of books in print" and its supplements, "Cumulative book index," see Group 7, Book Selection. If these catalogues are available, consult them under the word "atlases" to gain an idea of the variety of atlases.

PROBLEMS ON THE USE OF ATLASES.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them, for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide if material is not familiar.

1. A map showing the territory of the Roman, or the Persian, or the Grecian Empire at its greatest extent could be found in what atlases listed? 2: b. 3: a. 6: c. 7. 9: a.

2. Name two atlases of the world that are indexed in one alphabetical order at the back. Which one uses latitude and longitude as a guide? Where else are the indexes sometimes entered?

3. To find the location of some unfamiliar place, (e. g. "Schenevus"), should an atlas index be used that is arranged in one alphabet or arranged on the back of each map? Why?

4. The names of railroads and electric lines that pass through any towns in the United States, (e. g., Kalamazoo), could be found by using which atlas and under what index arrangement? 8: A, Vol. 1, b and c.

5. a. Small maps of large cities, (e. g., Cincinnati), could be found in what atlases listed, and in which other reference books? 2: c. 3: b. 5. 8: A, Vol. 1, e. 8: B, d.

b. Maps of important cities at epochs of their growth may possibly be found where? 6: a-c.

6. Material of an atlas nature is usually indexed by what kind of cross-reference guides?

7. Name two small inexpensive atlases. 1: b. 8: B.

8. Name and describe the nature of three good historical atlases. 4. 6. 9.

9. Name an atlas of the ancient world. 6: c. 7.

10. What does the word "gazetteer" mean? If the meaning is not known, look it up in a dictionary.

11. How are the streets on a city map indexed?

12. Name a large map publishing firm. 8.

13. Make an index for six places on the sample map, guiding to their location by latitude and longitude and by letters and numbers. Arrange the names in alphabetical order.

(The complete atlas contains over 100 large maps, the index contains about 185,000 places, each one of which has been indexed in a similar manner. The enormous amount of work and expense necessary to index an atlas so completely is little realized.)

13. Does an index to an atlas usually give any of the following points? (Consult the index of the Century Atlas under places indicated to see if information is given.)

a. Length of a river: Hudson.
b. Height of a mountain: Shasta.
c. Population of a place: Milwaukee.
d. Area of a state: Montana.
e. Could such information be found in a recent dictionary? In a gazetteer? In an encyclopædia?

14. To find the number of places in the world by the name of Paris, for example, an atlas index, arranged how, should be used?

15. a. To find the names of the counties in Kansas, for example, an atlas index, arranged how, should be used? 8: A, Vol. 1, a.

b. Counties are indicated on the sample map by heavy large type; name two.

16. Describe the purpose of atlases for the following:

a. Classical atlas.
b. Literary atlas.
c. Topographical atlas.
d. City maps. How are streets indexed?
e. Astronomical atlas.
f. Statistical atlas.
g. Historical atlas.

17. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

GROUP 2:
A. DICTIONARIES.
B. COMPARATIVE TABLE.
C. GROWTH OF DICTIONARIES.

A: DICTIONARIES.

No branch of reference work is so important as a thorough understanding of what can be found in recent dictionaries, for they constitute in pith and essence veritable encyclopædias, and give in addition much information not found in encyclopædias proper. We have become so accustomed to the word "dictionary" that we have lost a realization of its paramount place among reference books, and of the enormous range of information included. If one should attempt to copy even a part of the information given in recent dictionaries under any simple word such as "cross" or "seven" or "queen," for example, he would begin to grasp some idea of what a tremendous task it has been to prepare such a work.

To gather the material; to prove it accurate, a very important and expensive feature requiring the work of trained scholars; to arrange and to prepare this collected material for the printer; to read the proof; to bind, to advertise, and to sell it for the exceedingly low price asked, is a marvelous piece of work accomplished by modern publishing houses. To compress into one volume the vast amount of information compiled, has required much skill and care in the arrangement of the printing and in the use of abbreviations for saving space. When the range of information included, and the characteristic way of entering it is once thoroughly understood, the use of a dictionary becomes a revelation and a delight.

Characteristic Arrangement of Material in

WEBSTER'S NEW INTERNATIONAL DICTIONARY.

G. and C. Merriam Co., Springfield, Mass. $12.00.

Divided page: Separating words and phrases that are frequently used from those less frequently looked for. In the lower section of the page appear most obsolete words, most of the abbreviations, and most of the foreign words and phrases, also Christian names, and most of the Scriptural names. This divided page gains space and by placing words of minor importance below the line saves the necessity of running the eye over every detailed entry when an important word is desired. See preface p. vi. first column. When looking for a word, try the upper section first, if it is not there, try the lower section; **always on the same page.**

1. In the general vocabulary appear:
   a. Spelling. Preferred forms have the first position. A spelling that is defined by a cross-reference only is less preferable than the spelling which is fully defined. Reformed spelling in the lower section marked, "Ref. Sp."
   b. Pronunciation in parentheses following the vocabulary entry. Where two forms appear the first is the one preferred. Figures are references to sections in Guide to Pronunciation, pages xxxvii to lxxv; 277 refers to a Synopsis of Words Differently Pronounced, at end of Guide. Diacritical marks given at the bottom of even and odd facing pages.
   c. Inflected forms if irregular, as plurals, principal parts of verbs, etc., in small capitals following the abbreviation that indicates the part of speech.
   d. Etymology (derivation) brackets preceding definition.
   e. Definitions; in order of their historical development.
   f. Encyclopaedic information; many cross references; arranged sub-alphabetically after last numbered definition, unless in regular alphabetical order.
   g. Fictitious, Biblical, Christian, mythological and other proper names.
   h. Abbreviations.
   i. 1: Foreign phrases.
      2: Common phrases after the last definition of the most characteristic word of the phrase.

j. 1: Illustrations in connection with words; many valuable plates.

2. Also classified in the appendix, thumb index, "Ill."

k. Synonyms, directly following the definitions; marked "Syn."

l. Key of abbreviations used for defining words, on page lxxix, directly preceding the letter "A."

2. In the appendix appear:

a. Geographical names; separate vocabulary, beginning on page 2379, thumb index "Gaz," for Gazetteer. Very brief; gives population; cross references given to entries in the body of the book; see Arabia, London, New York. At the bottom of the left hand page signs used are explained.

b. Biographical names; separate vocabulary beginning on page 2487, thumb index "Biog." Very brief; tabular form; saves space and is convenient for quick reference when dates and vocation only are desired.

c. Signs and symbols; beginning on page 2546, thumb index "Signs."

d. History. In reference history edition only. 1. A separate department, contents on page 3, directly following thumb index "Hist." 2. This department also has a very valuable topical index; thumb index "Ind."

3. In the front appear:

a. Flags, such as National, plate vi; Signal, plate vii; Yacht club, plate viii; Official, plate i.
State seals, plates ii and iii.
Arms of the various nations, plate iv.

b. Addenda, page lxxix; words added after the main work was completed.

c. History of the English language; preface, pages xxi-xxxvi.

d. Guide to pronunciation, including a synopsis of words differently pronounced, page lx.

A specimen page from this dictionary is herewith inserted, by the courtesy of the publishers. Explanation follows specimen page.

2. Belonging to an auditorium.

auditory aphasia, word deafness. — **a. canal**, *Anat.*, the tube from the external opening of the ear to the tympanic membrane. See EAR. — **a. impressiveness**, *Phon.*, sonority. — **a. meatus**, *Anat.*, either of two passages of the ear. The *external* auditory meatus leads from the external opening to the tympanic membrane; the *internal* is a short canal by which the acoustic and facial nerves leave the cranial cavity. Also applied to the openings of these canals on the external and internal surface of the skull. See EAR. — **a. nerve**, *Anat.*, the special nerve of hearing, passing from the medulla through the internal auditory meatus to the membranous labyrinth of the ear. The auditory nerves are the eighth pair of cranial nerves, in old nomenclature the *portio mollis* of the seventh pair. See EAR. — **a. tentacle**. *Zoöl.* = TENTACULOCYST.

au'di-to-ry (ô'dĭ-tō-rĭ), *n.* [L. *auditorium.*] **1.** An assembly of hearers; an audience. *Wycliffe.*

His naked *auditory*, squatted on the ground like apes, listened in wonder and awe. *Parkman.*

2. An auditorium. *Udall.*

3. A lecture room; a school (of philosophy). *Obs.*

Au'drey (ô'drĭ), *n.* In Shakespeare's "As You Like It," a country wench keeping company with Touchstone.

Au'er-bach's plex'us (ou'ĕr-bäks). [After Leopold *Auerbach*, German physician.] *Anat.* A collection of nerve fibers and ganglia between the longitudinal and circular muscular layers of the intestine.

‖ **au' fait'** (ō' fĕ'). [F., lit., to the deed, act, or point. See FEAT.] Expert; skillful; well instructed.

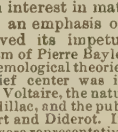
‖ **Auf'klä-rung** (ouf'klâ-rōōng), *n.* [G., enlightenment.] A philosophic movement of the 18th century characterized by a lively questioning of authority, keen interest in matters of politics and general culture, and an emphasis on empirical method in science. It received its impetus from the unsystematic but vigorous skepticism of Pierre Bayle, the physical doctrines of Newton, and the epistemological theories of Locke, in the preceding century. Its chief center was in France, where it gave rise to the skepticism of Voltaire, the naturalism of Rousseau, the sensationalism of Condillac, and the publication of the "Encyclopedia" by D'Alembert and Diderot. In Germany, Lessing, Mendelssohn, and Herder were representative thinkers, while the political doctrines of the leaders of the American Revolution and the speculations of Benjamin Franklin and Thomas Paine represented the movement in America.

‖ **au'ge** (ou'gē), *n.*; *pl.* AUGEN (ou'gĕn). [G., lit., eye.] *Geol.* A roundish or lenticular nodule in a crystalline rock; — often in comp. in *pl.*, as in *augen*-gneiss, *augen*-gabbro.

Au'ge (ô'jē), *n.* [L., fr. Gr. Αὐγη.] *Gr. Myth.* The heroine of a lost play by Euripides. She is an Arcadian princess and priestess of the virgin goddess Athena. She becomes mother of Telephus by Hercules, a plague afflicts the land, and she and her babe are condemned to death. Hercules rescues them.

Au-ge'an (ô-jē'ăn), *a.* [L. *Augeas, Augias*, Augeas, Gr. Αὐγείας.] **1.** *Gr. Myth.* Of or pertaining to Augeas, king of Elis, whose stable contained 3000 oxen, and remained uncleaned for 30 years. Hercules cleansed it in a day by turning the rivers Alpheus and Peneus through it.

2. Hence: Exceedingly filthy or corrupt.



au'ger (ô'gĕr), *n.* [ME. *augoure, nauger*, AS. *nafegār*, fr. *nafu* nave of a wheel + *gār* spear, and therefore meaning properly and originally, a navy bore. See

Petrog. Containing augite in the form of porphyritic crystals or phenocrysts.

aug-ment' (ôg-mĕnt'), *v. t.*; AUG-MENT'ED; AUG-MENT'ING. [L. *augmentare*, fr. *augmentum* an increase: cf. F. *augmenter*. See AUGMENT, *n.*] **1.** To enlarge or increase in size, amount, or degree; to swell; to make bigger; as, to *augment* an army by reënforcements; rain *augments* a stream; impatience *augments* an evil. *Fortescue.* "Their spite still serves His glory to *augment.*" *Milton.*

2. *Gram.* To add an augment to.

3. *Her.* To make an augmentation to (a coat of arms).

Syn. — See INCREASE.

aug-ment', *v. i.* To be or become augmented; to increase.

As the morning advances, the din of labor *augments. Irving.*

aug'ment (ôg'mĕnt), *n.* [L. *augmentum*, fr. *augere* to increase: cf. F. *augment*. See EKE, *v.*; cf. AUTHOR.] **1.** Enlargement by addition or extension; increase. *Obs. or Archaic.*

2. *Gram.* A vowel prefixed, or a lengthening of the initial vowel, to mark past time, as in Greek and Sanskrit verbs. In Greek, the *syllabic augment* is a prefixed ε, forming an initial syllable; the *temporal augment* is an increase of the quantity (time) of an initial vowel, as by changing ε to η.

aug'men-ta'tion (ôg'mĕn-tā'shŭn), *n.* [Cf. LL. *augmentatio*, F. *augmentation*.] **1.** Act or process of augmenting; state of being augmented; that which augments.

2. In technical senses: **a** *Her.* An additional charge to a coat of arms, given as a mark of honor. **b** *Med.* The stage of a disease in which the symptoms continue to increase. **c** *Music.* In counterpoint and fugue, a repetition of the subject in tones of twice the original length. See also MENSURABLE MUSIC. **d** *Bot.* An increase above the normal number of parts; — also called *multiplication.* **e** *Scots Law.* Increase of stipend obtained by a parish minister by an action (*process of augmentation*) in the Court of Teinds against the titulars and heritors. **f** [*cap.*] With *the:* — The Augmentation Court (see below).

Syn. — Increase, enlargement, growth, extension, accession, addition.

augmentation of a chain, *Mech.*, the increasing of the number of its working parts. See CHAIN. — **a. of the moon's diameter**, increase of the moon's apparent diameter as it approaches the zenith.

Augmentation Court. *Eng. Hist.* A court established by Stat. 27 Hen. VIII, *c.* 27 (1536) to determine controversies connected with suppression of the monasteries, by which the crown revenues were largely augmented. It was dissolved by 1 Mary *s.* 2, *c.* 10 (1553) and its records filed in the Augmentation Office. Elizabeth reconvened it in 1558.

aug-ment'a-tive (ôg-mĕn'tā-tĭv), *a.* [Cf. F. *augmentatif.*] Having the quality or power of augmenting: expressing augmentation. — **aug-ment'a-tive-ly**, *adv.*

aug-ment'a-tive, *n. Gram.* A word which expresses with augmented force the idea of the term from which it is derived, or a suffix or other element used in forming such a word; as, *dullard*, one very dull. Opposed to *diminutive.*

aug-ment'ed, *p. p. & p. a.* of AUGMENT, *v.* — **aug-ment'ed-ly**, *adv.*

augmented interval. *Music.* See INTERVAL, 6. — **a. latitude**, in Mercator's projection, a parallel ... latitude having ...

2. To inaugurate. *Rare.* *Latimer.*

Syn. — Predict, forebode, betoken, portend, presage, prognosticate, prophesy, forewarn. See FORETELL.

au'gur (ô'gŭr), *v. i.* **1.** To make an augury; to conjecture from signs or omens; prognosticate; foreshow. *Shak.*

My *auguring* mind assures the same success. *Dryden.*

2. To anticipate, to foretell, or to indicate a favorable or an unfavorable issue; — with *well* or *ill*; as, it *augurs* well. Followed by *for* or *of.*

au'gu-ral (ô'gū-răl), *a.* [L. *auguralis.*] Of or pert. to augurs or augury; ominous; significant; as, an *augural* staff; *augural* books. "Portents *augural.*" *Cowper.*

au'gu-rate (-rāt), *n.* [L. *auguratus.*] The office of an augur. *Merivale.*

au'gu-ry (-rĭ), *n.*; *pl.* -RIES (-rĭz). [L. *augurium*: cf. OF. *augurie.*] **1.** Art or practice of foretelling events by auspices or omens; divination. See AUGUR.

2. An omen; prediction; prognostication; indication of the future; presage.

From their flight strange *auguries* she drew. *Drayton.*

He resigned himself . . . with a docility that gave little *augury* of his future greatness. *Prescott.*

3. A rite, ceremony, or observation of an augur.

au-gust' (ô-gŭst'), *a.* [L. *augustus*; cf. *augere* to increase; in the language of religion, to honor by offerings: cf. F. *auguste.* See AUGMENT.] Of a quality inspiring admiration and reverence; having an aspect of solemn dignity or grandeur; sublime; majestic; also, having exalted birth, character, state, or authority. "*August* in visage." *Dryden.* "Forms *august.*" *Pope.* "To shed that *august* blood." *Macaulay.*

So beautiful and so *august* a spectacle. *Burke.*

To mingle with a body so *august.* *Byron.*

Syn. — Grand, magnificent, noble, stately, dignified, imposing, solemn, awful. — AUGUST, VENERABLE, MAJESTIC come into comparison in the sense of *imposing.* That is AUGUST which inspires reverence mingled with admiration or awe; that is VENERABLE which is hallowed by time or dignified by exalted associations; as, "the forms *august*, of king or conquering chief" (*Pope*); "At church, with meek and unaffected grace, his looks adorned the *venerable* place" (*Goldsmith*). That is MAJESTIC which possesses inherent stateliness or grandeur; as, "Siddons, in the prime of her *majestic* beauty" (*Macaulay*). See GRAND.

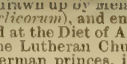
Au'gust (ô'gŭst), *n.* [L. *Augustus.* See AUGUST, *a.*] The eighth month of the year, having 31 days; — so called in honor of Augustus Cæsar. The old Roman name was *Sextilis*, the *sixth* month from March, the month in which the primitive Roman year began.

Au-gus'ta (ô-gŭs'tă), *a.* [From *Augusta*, Arkansas.] *Geol.* Pertaining to or designating a subdivision of the Mississippian period. See GEOLOGY, *Chart.*

au-gus'tal (-tăl), *n.* An Italian gold coin weighing 30–40 grains (⅛–¼ gram), struck in the 13th century by the emperor Frederick II., and copied after the aureus.

Au-gus'tan (-tăn), *a.* [L. *Augustanus.* See AUGUST, *n.*] **1.** Of or pertaining to Augustus Cæsar or his times; designating, pertaining to, or characteristic of, his age or any age (esp. that of Queen Anne in England) likened to it (see AUGUSTAN AGE, below); hence, correct, classical,

are called **pod augers**; the more modern ones with a spiral channel or channels are called **screw augers**. The various kinds are designated according to their shape, purpose of use, etc., as **annular auger**, **slotting auger**, etc.



2. An instrument for boring or perforating soils or rocks, as for determining the quality of soils, or the nature of the rocks or strata upon which they lie, or for obtaining water.

auger bit. A bit with a cutting edge or blade like that of an auger.

auger shell. A gastropod shell of the genus *Terebra* or allied genus; — so called from the long spiral form.

auger worm. The larva of the goat moth; — so called from its boring in trees. See GOAT MOTH.

au·get' (ô·jĕt'; ô'zhā'), **au·gette'** (ô·jĕt'), *n.* [F. *auget*, dim. of *auge* trough, fr. L. *alveus* hollow.] *Mining.* A priming tube connecting the charge chamber with the place where the slow match is applied.

aught (ôt), *n.* Also **ought**. [ME. *aught*, *ought*, *awiht*, AS. *ǣwiht*; *ā* ever + *wiht*. See AYE ever, WHIT, WIGHT.]

1. Anything; any part.

There failed not *aught* of any good thing which the Lord had spoken. *Josh.* xxi. 45

But go, my son, and see if *aught* be wanting. *Addison.*

2. [*a naught* taken as *an aught*.] In arithmetic, a cipher; hence, fig., a naught, a nothing. "A naked *aught*." *Tennyson.*

It was said . . . that all Cambridge scholars call the cipher *aught* and all Oxford scholars call it naught. *Maria Edgeworth.*

aught (ôt), *adv.* At all; in any degree; to any extent.

au'gite (ô'jīt), *n.* [L. *augites*, Gr. αὐγίτης, fr. αὐγή brightness.] *Min.* An aluminous variety of pyroxene, usually of black or dark green, occurring in igneous rocks, such as basalt; also, sometimes, any pyroxene.—**au·git'ic** (ô·jĭt'ĭk), *a.*

au'gi·tite (ô'jĭ·tīt), *n.* [See AUGITE.] *Petrog.* A volcanic rock consisting essentially of augite, or augite and magnetite, in a glassy ground mass.

au'gi·to·phyr'ic (ô'jĭ·tō·fĭr'ĭk), *a.* [*augite* + por*phyr*itic.] *Petrog.* Porphyritic with augite.

au·dit'que vo·ca'tus A·pol'lo. [L.] And (if) Apollo hears when invoked. *Vergil* (*Georgics*, IV. 7).

au'di·tress, *n.* Fem. of AUDITOR.

au·dit'u·al (ô·dĭt'ū·ăl), *a.* [See AUDIT.] Auditory. *Rare.*

au'di·tur, au'di·ture, *n* [F. *auditoire*.] An auditory; audience. *Obs. Scot.*

Au'du·bon's shear'wa'ter (ô'dō·bŏn). [After J. J. *Audubon*, American ornithologist.] See SHEARWATER.

aue. ✝ AWE, float of a wheel.

auen. ✝ EVEN, OWN.

auenterous. ✝ ADVENTUROUS.

auer. ✝ AVER, OVER.

auerte. ✝ ADVERT.

auete. ✝ EFT.

aueyle. ✝ AVALE.

auf, aufe (ôf). Obs. or dial. Eng. var. of OAF.

‖ **au·fer'te ma'lum ex vo'bis.** [L.] Put away evil from among you.

‖ **auf'ge·scho'ben ist nicht auf'ge·ho'ben** (ouf'gĕ·shō'bĕn ĭst nĭkt ouf'gĕ·hō'bĕn). [G.] Put off is not given up.

auf'ish. ✝ OFFISH.

aufl. *Abbr.* Auflage (Ger., impression of a book; edition).

‖ **au' fond'** (ō' fôN'). [F., lit., at the bottom.] At bottom; fundamentally; essentially.

‖ **au' four'** (ō' fōōr'). [F.] Lit., in the oven; baked.

‖ **au' fro'mage'** (frō'mäzh'). [F.] With cheese.

au'full. ✝ AWFUL.

‖ **auf' wie'der·seh'en** (ouf' vē'dĕr·zā'ĕn). [G.] Lit., to the seeing again; au revoir; a rivederci; — a form of farewell.

aufyn. ✝ ALFIN.

Aug., *or* **aug.** *Abbr.* Augmentative; augmented; August; Augustan; Augustus.

auge. *n.* [OF. (cf. Sp. *auge*), fr. Ar. *auj.*] *Obs.* **1.** = APOGEE, 1, 2. **2.** = APSIS, 1.

au·ge-lite (ô'jē·līt), *n.* [Gr αὐγή brightness + -*lite*.] *Min.* A colorless or white basic phosphate of aluminium, $Al_2(OH)_3PO_4$. Sp. gr., 2.7.

au'gend (ô'jĕnd; ô·jĕnd'), *n.* [L. *augendus*.] See ADDEND.

augh (ôK), *interj.* An exclamation of disgust. *Scot.*

aught (ôkt), *n.* [AS. *ǣht*, fr. *āgan* to own.] Property; possession; — often contemptuously of persons. *Obs. or Scot.*

aught, *a.* Somewhat; hence, worthy; valiant. *Obs.*

aught. ✝ OUGHT.

aught. Obs. or Scot. pret. of OWE, to own.

aught. aughte, *a.* Obs. or dial. form of EIGHT.

augh'ter. ✝ ALTAR.

aught'lins (ôkt'lĭnz), *adv.* [*aught* + *-lings*, *-lins*, an adv. suffix perh. akin to *long*.] In the least; in any degree. *Scot.*

Au'gi·a (ô'jĭ·ȧ). *Bib.*

au·git'o·phyre' (ô·jĭt'ō·fīr'), *n. Petrog.* Porphyry with augite phenocrysts.

aug·ment'a·ble, *a.* See -ABLE.

aug'men·ta'tion·er. *n. Scots Law.* An officer of the Augmentation Court. [*Ref. Sp.*]

aug·men'ta·tive. Augmentative.

aug·ment'er, *n.* One that augments; specif., *Mach.*, a device, consisting essentially of a small steam jet in a diminished aperture, for increasing the vacuum in a steam-engine condenser.

aug·men'tion, *n.* Augmentation. *Obs.*

aug·men'tive, *a.* & *n.* Augmentative. *Rare.*

augoer. augor. augoure. ✝ AUGER.

Augoste. ✝ AUGUST.

‖ **au' grand' sé'rieux'** (ō' grāN' sĕr'yŭ'). [F.] In all seriousness.

‖ **au' gras'** (grä'). [F.] *Cookery.* Lit., in the fat; containing meat; — said of soups so made.

‖ **au' gra'tin'** (grä'tăN'). [F.] *Cookery.* With a gratin, or crust made by browning in the oven.

augre. ✝ AUGER.

augrim. ✝ ALGORISM.

augrim stone. A pebble used in numeration. *Obs.*

Augs'burg Church (ouks'bûrK). The Lutheran Church.

Augs'burg In'ter·im. See INTERIM, *n.*, 2.

Augst. ✝ AUGUST.

augur. ✝ AUGURE.

au'gu·rate, *v. t. & i.* [L. *augurari* to augur.] To augur. *Obs. or R.*—**au'gu·ra'tion** (-rā'shŭn), *n. Obs. or R.*

augure. ✝ AUGER.

au'gure, *n.* [F.] Augury. *Obs.*

au'gure, *n.* [Cf. EEL, and AS. *gār* spear.] An eelspear. *Obs.*

au'gur·er, *n.* An augure. *Obs.*

au·gu'ri·al, *a.* [L. *augurialis*.] Augural.

au'gur·ism, *n.* Augury. *Obs.*

au'gur·ist, *n.* An augur. *Rare.*

au'gur·ize, *v. t.* To augur. *Obs.*

—au'gur·iz'er (-īz'ẽr), *n. Obs.*

au'gu·rous, *a.* Full of augury; foreboding. *Obs.*

au'gur·ship, *n.* See -SHIP.

au'gust (ô'gŭst), *v. t.* [Cf. F. *août*er, fr. *août* August.] To ripen; also, to turn brown, or make sunburnt. *Rare.*

Au·gus'ta (ô·gŭs'tȧ), *n.* [L.] **1.** Lit., august; — a fem. prop. name. Used specif. as: **a** A title of honor for the mother, wife, sister, etc., of a Roman emperor. **b** A Roman title of London as mentioned by Ammianus.

Au·gus'tal. *a* [L. *Augustalis*.] Imperial (with reference to the Roman Cæsars). See AUGUSTUS.

Au·gus·ta'li·a (ô·gŭs·tā'lĭ·ȧ), *n. pl.* [L.] See FORTUNA.

‖ **Au·gus·ta'na Con·fes'si·o** (-nȧ kŏn·fĕsh'ĭ·ō). [NL.] The Augustan Confession. See AUGSBURG CONFESSION.

Au·gus'ta se'ries. [From *Augusta*, Iowa.] *Geol.* = OSAGE.

golden age of Roman literature. The term *Augustan age* has been applied in French literature to the time of Louis XIV., 1643–1715; in English to that of 1688–1603, and more often to that of Anne, 1702–1714. — **A. Confession.** *Eccl. Hist.* = AUGSBURG CONFESSION.

Au·gus'tan. *n.* **1.** *pl.* [L. *Augustani*.] *Rom. Antiq.* Roman knights appointed by the emperor Nero.

2. A writer in an Augustan age.

The English *Augustans* were not warmed by the favor of any English Augustus. *A. W. Ward.*

Au·gus'tin, Au·gus'tine (ô·gŭs'tĭn; ô'gŭs·tīn; *in the U. S., often* ô'gŭs·tēn, — *usually so for St. Augustine* [Gaz.]), *n.* [L. *Augustinus*: cf. F. *Augustin*. Cf. AUSTIN.] **1.** Lit., belonging to Augustus; — masc. prop. name. L. *Augustinus* (ô'gŭs·tī'nŭs); F. *Augustin* (ō'güs'tăN'); It. *Agostino* (ä'gō·stē'nō); Sp. *Augustino* (ou'gō'stē'nō); G. *Augustin* (ou'gōō·stēn'). Short form *Austin*.

2. A member of an Augustinian order; an Augustinian.

Au'gus·tin'i·an (ô'gŭs·tĭn'ĭ·ăn), *a.* **1.** Of or pertaining to St. Augustine, bishop of Hippo in Northern Africa, or his doctrines, esp. the tenets of absolute predestination and the immediate efficacy of grace.

2. Specif., designating any of several orders deriving their name from St. Augustine.

3. Pertaining or adhering to Augustine of Bohemia, the founder of an obscure sect.

Augustinian canons, an order of canons referring its foundation to St. Augustine, prominent after 1100 and formerly very popular in the British Isles, having there in the time of Henry VIII. over four hundred monasteries. The Augustinian canons wore a long cassock under a white rochet which was covered by a black hood or cloak. They lived together, using a common refectory. Called also *regular canons of St. Austin*, *black canons*, *Austin canons*, etc. — **A. hermits,** an order of friars established in 1256 by Pope Alexander IV. It was introduced into the United States from Ireland in 1790. Also called *Austin friars*, *begging hermits*,

Consult the word "augur" on the specimen page from Webster's New international dictionary and notice that it is entered three times. What letter signifies that the first "augur" is a noun? What letters, that the second is a transitive verb? What letters are given after the third entry to indicate an intransitive verb?

Under "augur, n" the pronunciation is given by respelling the word in parenthesis. In brackets, directly following the pronunciation, the derivation, (etymology), or language from which it is derived, is given. What language is it? All abbreviations used for defining words in this dictionary are given in a table directly preceding the letter "a," page lxxix. What "perh." within the brackets means can, therefore, be found where? If a copy of this dictionary is convenient, find what this abbreviation means. What does fr. following it mean? The definition numbered "1" is followed by "Rom. Relig." What this means can be found where? What prominent author has used definition number 2? Is the work in which he used it given?

Is the derivation (etymology) given for "augur, v. t."? Does it differ from that of "augur, n"? What authors have used v. t.? What does "Syn." after number 2 mean? Is the derivation of "augur, v. i." given? Why not? What authors are quoted under "v. i."? "Augur, v. i." should be followed by what prepositions?

Characters in mythology, and prominent fictitious characters in the works of many authors, are entered in the vocabulary. Look under "Augean" for a reference in mythology. What "Gr. Myth." means could be found where in the dictionary? How were the Augean stables cleansed, and by whom? In which one of Shakespeare's plays does the fictitious character of Audrey appear?

Below the line, in alphabetical order, the word "auenterous" is given, followed by what character or symbol? Tell what this character signifies by consulting the bottom of the page. A different, but obsolete, spelling for "adventure" was therefore what? Consult "auen" below the line and give an obsolete spelling for "own." If the dictionary is convenient, look up "adventure" and "own," and find the obsolete spellings in the derivation. What do the two vertical lines before "au fond," below the line mean? (See bottom of page.) From what language does it come? What the "lit.," following the "F" means can be found where? Would the abbreviation "aug." be likely to be above or below the line? What does it stand for besides August?

"Augustinian" pertains to what man? Does the man's name appear on the page in alphabetical order? In what part of the dictionary could his name be found? "Augustinian" has how many definitions? After the last numbered one, its use in describing certain orders is given. Notice that these orders are sub-arranged alphabetically in heavier type; Augustinian canon, (c), coming before A. hermits, (h); and on the next page in the dictionary, A. nuns, (n), before A. Rule (r). Information of this general character is called "encyclopædic." The plan of entering encyclopædic information in sub-alphabetical order after the last numbered definition of the main word is very extensively used in recent dictionaries and should be made perfectly familiar. Consult the word "seven" in the dictionary, if convenient, for a fuller illustration of this arrangement, and name one of the Seven Wonders of the World.

How is "august," the adjective, pronounced, and how "August," the noun? How is the emphasis indicated? Read the definition of "augüst" below the line and tell why it was so placed. Mark the emphasis for "augment, n.," and for "augment, v. t."

The diacritical marks are given at the bottom of the pages. What is the diacritical mark for the sound of "a" in "care;" in "arm"; in "ask"? Of "e" in "maker"? See bottom of odd pgaes in the dictionary proper for "u" in verdure. What number follows it? This number refers to numbered paragraphs on pronunciation at the front of the dictionary.

What "Her." means after the third definition of "augment, v.t.," could be found where? Would "auf wieder-sehen" be likely to be above or below the line? What does it mean? From what language does it come? See "augmentativ" below the line and note under what sanction it is so spelled.

What does "obs." under "auge" below the line mean? Give the meaning of each abbreviation following this word, or tell where it could be found. To what word and to which numbered definition, is reference made for the meaning of "auge" number 1? Same for number 2, (below the line). Is there an auge above the line? Would the phrase "audit que vocatus Apollo" be likely to be above or below the line? From what author and from which of his works is it taken? What does it mean?

Persons and places are entered as an Appendix at the back of Webster's dictionary, under separate vocabularies. A plate from the gazetteer is herewith inserted to illustrate the compact form of entering information about places.

Franklin (frăŋk′lĭn) agr. co. N W Ala. 647 □ pop. 19, × Russellville. — agr. & past. co. N W Ark. 606 □ pop. 21, × × Charleston & Ozark. — co. N W Fla. 541 □ pop. 5, × Apalachicola. — agr. co. N E Ga. 270 □ pop. 18, × Carnesville. — agr. co. S Ill. 445 □ pop. 26, × Benton. — agr. co. S E Ind. 304 □ pop. 16, × Brookville. — agr. co. N Io. 578 □ pop. 15, × Hampton. — past. & agr. co. E Kan. 585 □ pop. 21, × Ottawa. — agr. co. N Ky. 199 □ pop. 21, × Frankfort. — agr. parish, N E La. 630 □ pop. 12, × Winnsboro. — agr. co. W Me. 1,789 □ pop. 19, × Farmington. — agr. co. N W Mass. 697 □ pop. 44, × Greenfield. — agr. co. S W Miss. 547 □ pop. 15, × Meadville. — min. & agr. co. E Mo. 879 □ pop. 30, × Union. — past. co. S Nebr. 578 □ pop. 10, × Bloomington. — past. & agr. co. N E N. Y. 1,678 □ pop. 46, × Malone. — agr. co. N N. C. 468 □ pop. 25, × Louisburg. — agr. co. cen. O. 517 □ pop. 222, × Columbus. — past. & agr. co. S Pa. 751 □ pop. 60, × Chambersburg. — agr. co. S Tenn. 575 □ pop. 20, × Winchester. — agr. co. N E Tex. 289 □ pop. 9, × Mount Vernon. — past. & agr. co. N W Vt. 652 □ pop. 30, × St. Albans. — agr. co. S Va. 697 □ pop. 26, × Rocky Mount. — co. S E Wash. 1,206 □ pop. 5, × Pasco. — city, ⁄ of Johnson co. Ind. pop. 5. — city, ⁄ of Simpson co Ky. pop. 3. — town, × of St. Mary par. La. pop. 4. — town, Hancock co. Me. pop. 1. — town, Norfolk co. Mass. pop. 6. — mfg. city, Merrimack co. N. H. pop. 6. — vil. Warren co. O. pop. 3. — bor. Cambria co. Pa. pop. 2. — city, × of Venango co. Pa. pop. 10. — town, × of Williamson co. Tenn. pop. 3. — town, Franklin co. Vt. pop. 1. — town, Southampton co. Va. pop. 2. — former dist. Canada, isls. N of continent, now included in Northwest Territories.

New York, one of Middle Atl. states, U. S. A. 47,654 □ pop. 9,114, ✻ Albany, first cml. & mfg. & most populous state in the Union. See EMPIRE STATE, GOTHAM, *n.*, KNICKERBOCKER, *n.* — co. N. Y. part of N. Y. city, 63 □ pop. 2,763. — spt. city, cml. center of the U. S. & largest city of W hemisphere, S E N. Y. at mouth of Hudson riv. lat. 40° 42.7′ N, lon. 74° 00.1′ W, pop. 4,767; comprises bors. of Manhattan (Manhattan isl.), Bronx (on mainland), Brooklyn (in W Long Isl.), Queens (in W Long Isl.), & Richmond (Staten isl.). See BOWERY, *n.*, CASTLE GARDEN, EAST SIDE, EMPIRE CITY, EVACUATION DAY, KNICKERBOCKER, *n.*, TAMMANY, *n.*, TENDERLOIN, *n.*, WALL STREET.

New York Bay, inlet of the Atlantic at the mouth of the Hudson riv. consisting of the Upper bay (bay proper) & the Lower Bay, connected by the Narrows.

New Zealand, Dominion of (zē′lănd) British self-governing colony, S Pacific ocean, comprising New Zealand proper (North, South, and Stewart islands, 103,658 □ pop. 1,008), Cook, Chatham, Kermadec, & other groups & isls. 104,751 □ pop. 1,021, with Maoris 1,071, ✻ Wellington. See LEGISLATURE, *n.*, MAORI, *n. & a.*

Neyva (nā′vȧ) riv. Russia, 170 m. long, Ural mts. to Ryezh river.

Nez Perce (nā′ pĕr′sā′) co. N W Ida. 3,844 □ pop. 25, × Lewiston.

Ngami (n′gä′mē) former lake, ab. 300 □ now marshy land, N Bechuanaland prot. S Africa, 20° 30′ S lat. 23° 30′ E lon.

Nhatrang (nyä′träng′) spt. & riv. S Annam, French Indo-China.

Niagara (nī-ăg′ȧ-rȧ) riv. bet. N. Y. & Ontario prov. Canada, 36 m. long, Lake Erie to Lake Ontario; Falls of Niagara, 158 ft. high on Can. side, 167 ft. on Am. — co. W N. Y. 522 □ pop. 92, × Lockport.

Niagara Falls, city, Niagara co. N. Y. pop. 30. — town, Welland co. Ontario, Canada, on Niagara riv. pop. 9.

Nias (nī′ȧs′) isl. Du. E. Indies, W of Sumatra, crossed by 1° N lat. 1,842 □.

Niausta (nyĕ-ä′o͝os-stȧ) *or* **Niagusta** (nyĕ-ä′/ko͝os-tȧ) *Turk.* **Agustos** (ä′gо͝os-tŏs) town, formerly Turkish, 41 m. W of Saloniki. pop. 10.

Plymouth (plĭm′ŭth) co. N W Io. 856 □ pop. 23, × Le Mars. — co. S E Mass. 675 □ pop. 144, × Plymouth. — town, Litchfield co. Conn. pop. 5. — city, × of Marshall co. Ind. pop. 4. — town, × of Plymouth co. Mass. pop. 12; the oldest town in New England. See FOREFATHERS' DAY. — vil. Wayne co. Mich. pop. 2. — town, Grafton co. N. H. pop. 2. — town, × of Washington co. N. C. pop. 2. — vil. Huron & Richland cos. O. pop. 1. — bor. Luzerne co. Pa. pop. 17. — city, Sheboygan co. Wis. pop. 3. — county bor. & naval station, Devonshire, Eng. on Plymouth sound, p. 114. — chief town of Montserrat, pop. 2.

Plymouth Sound, inlet, English channel, Devonshire & Cornwall co. England.

Pnompenh (p′nŏm′pĕn′y′) town, ✻ of Cambodia, French Indo-China, pop. 62.

Po (pō) *anc.* PA′DUS *& myth.* ERID′ANUS, riv. N Italy, 418 m. Monte Viso to Adriatic sea.

Pocahontas (pō′kȧ-hŏn′tȧs) co. N W cen. Io. 576 □ pop. 15, × Pocahontas. — co. E cen. W. Va. 904 □ pop. 15, × Marlinton. — town, × of Randolph co. Ark. pop. 2. — town, Tazewell co. Va. pop. 2.

Pocatello (pō′kȧ-tĕl′ō) city, × of Bannock co. Idaho, pop. 9.

Pochinki (pȧ-chēn′kĕ) town, Nizhegorod govt. Russia, pop. 10.

Pochow (pō′chō′) cml. city, N W part of Anhwei prov. China, pop. 100.

Pocomoke (pō′kō-mōk) town, Worcester co. Maryland, pop. 2.

Poděbrad (pō̆d′yĕ-brȧd) *Boh.* **Poděbrady** (pō̆d′yĕ-brȧ′dĭ) town, Bohemia, Austria, p. 6.

Podgorica (pō̆d′gō-rē-tsä) *Eng.* **Podgoritsa**, town, Montenegro, 28 m. N of Scutari, pop. 10.

Podgórze (pō̆d-gо͞o′zhĕ) town, Galicia, Austria, on Vistula riv. S of Cracow, pop. comm. 22.

Podhajce (pō̆d-hī′tsĕ) town, Galicia, Austria, pop. comm. 6.

Po di Primaro (pō′ dē prē-mä′rō) lower course of the Reno riv. Italy.

Podolia (pō-dō′lĭ-ȧ) *Russ.* **Podolsk** (pō-dōl′y′sk) govt. Russia in Europe, 16,224 □ pop. 3,812, ✻ Kamenets Podolsk.

Podolsk (pō-dōl′y′sk) town, Moscow govt. Russia, 25 m. S W of Moscow, pop. 11. — See PODOLIA (*Gaz.*).

Podrinje (pō′drē-nyȧ) dept. Servia, 1,371 □ pop. 239.

Podwołocyzska (pō̆d-vō̆-lō-chĭs′kȧ) comm. Galicia, Austria, pop. 6.

Poggibonsi (pō̆d′jē-bōn′sē) comm. Siena prov. Tuscany, Italy, pop. 11.

Poggio Renatico (pō̆d′jō rā-nä′tē-kō) comm. Ferrara prov. Emilia, Italy, pop. 7.

Poggio Rusco (pō̆d′jō rо͞os′kō) commune, Mantua prov. Lombardy, Italy, pop. 7.

Poh-hai (pō′hī′) *i. e.* "Arm of the sea," N W part of the Yellow sea, comprising the gulfs of Liaotung & Chihli.

Poiares (pō′ē-ä′rĕsh) town, Coimbra dist. Beira prov. Portugal, pop. 5.

Poinsett (poin′sĕt) co. N E Arkansas, 721 □ pop. 13, × Harrisburg.

Pointe-à-Pitre (pwăNt′-ä′-pē′tr′) spt. chief town of Guadeloupe, pop. comm. 24.

Pointe Coupee (point kо͞o-pē′; pwăNt kо͞o-pā′) par. S E La. 576 □ pop. 25, × New Roads.

Point Marion, bor. Fayette co. Pennsylvania, pop. 1.

Point Pleasant, town, × of Mason co. West Virginia, pop. 2; battle 1774.

Point Pleasant Beach, bor. Ocean co. New Jersey, pop. 1; seaside resort.

Poirino (poi-rē′nō) town, Turin prov. Piedmont, Italy, 13 m. S E of Turin, pop. comm. 7.

Poissy (pwä′sē′) *anc.* PINCIA′CUM, town, dept. Seine-et-Oise, France, pop. 7, comm. 9.

Poitiers, *older spelling* **Poictiers** (pwä′tyā′) *anc.* LIMO′NUM, *later* PICTA′VI, city, ✻ of dept. Vienne, France, on Clain riv. pop. 33, communal pop. 41; battles 732 (Franks & Saracens) & 1356 (English & French).

Poitou (pwä′to͞o′) former Fr. prov. mostly in Vienne, Deux-Sèvres, & Vendée, ✻ Poitiers.

Poklo (pō′klō) city, Kwangtung prov. China, pop. 100.

Pola (pō′lä) *anc.* PI′ETAS JU′LIA, spt. & arsenal, Istria, Austria, pop. town 59, comm. 71.

Pinaka. See POTIDÆA.
Pinchov. See PINCZOW.
Pinna. See PENNE.
Pintuaria. See TENERIFFE.
Piotrków. See PETRIKOV.
Pisaurum. See PESARO.
Pisino. See MITTERBURG.
Pistoia. See PISTOIA.
Pistyán. Var. of PÖSTYEN.
Pizzo Antenna. See MADONIAN MOUNTAINS.
Placentia. See PIACENZA.
Plaka. See MELOS.
Planasia. See PIANOSA.
Plate. See PLATA.
Plattensee. See BALATON.
Pleshcheevo. See PERE'YASLAVL.
Pleszew. See PLESCHEN.
Płock. See PLOTSK.
Plovdiv. See PHILIPPOPOLIS.
Podkamennaya Tunguska. See TUNGUSKA.
Poictiers. See POITIERS.
Point de Galle. See GALLE.

āle, senāte, cāre, ȧm, ăccount, ärm, ȧsk, sofȧ; ēve, ẽvent, ĕnd, recĕnt, makēr; īce, ĭll; ōld, ŏbey, ôrb, ŏdd, sōft, cŏnnect; ūse, ûnite, ûrn, ŭp, circŭs, menü; fo͞od, fo͝ot; out, oil; chair; go; sing, iŋk; then, thin; nature, verdure (250); K = ch in G. ich, ach (144); boN; yet; zh = z in azure. Numbers refer to §§ in GUIDE.

□ means square miles; ✻, capital; ×, co. seat; agr., agricultural; cml., commercial; mfg., manufacturing; min., mining; spt., seaport; tp., township; vil., village.

Population is given in nearest thousands: 2 = 1,500 to 2,499; 3 = 2,500 to 3,499, etc.; less than 1,000 not given. See *Abbreviations*, p. 2379.

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Under the word "Franklin" notice that the name is printed but once, a dash being used instead of its repetition. The first "Franklin" mentioned is a county in what part of what state? Determine what kind of a county it is by consulting "agr." at the bottom of the page. It has how many square miles? Its population is about how many thousands? Consult the bottom of the page to determine what the cross after it means. The dash after "Russellville" refers to another county by the name of Franklin, which is an agricultural and pastural county. How many county seats has this county? Name each state which has a Franklin county, by following the dashes until a city is mentioned. Are the states arranged in alphabetical order? Is there a second alphabetical arrangement of states under cities and towns? Find the number of square miles in Franklin Co., Va. What is the population of Franklin village in Ohio, and in what county is it located?

Consult the entry under "New York," and name the references given at the end. Under these references added information can be found in the body of the dictionary.

Under "Plymouth," Mass., a reference is given to what word? Would this word be in the body of the dictionary, or in the gazetteer? Is "Point de Galle" given in alphabetical order above or below the dividing line of the page? Under what word would information regarding it be found? Would this word be in the body of the dictionary, or in the gazetteer?

Consult the bottom of the page and give the meaning of the abbreviations: cml., mfg., spt., tp. What is the smallest population entered?

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A Specimen Entry From Index in Reference History Edition of Webster's New International Dictionary

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Look under the word "Immigration" on the specimen entry from the Reference history section of this edition of Webster's new international dictionary inserted herewith, and tell what the first year is for which statistics are given. After 1820 statistics are given for each five year period, as indicated by '25, '30, etc. After the year '60 the page on which appears the statistics for the preceding years is given as what? The 2 following this page means the 2nd column. What year had the largest number of immigrants before 1873? After 1870, are statistics given more frequently than in five year periods? After 1888 how frequently are they given? Give the page and column for finding statistics for each of the following years: 1840; 1882; 1895; 1900. What is the last year given?

To become acquainted with the range of information condensed in the reference history section of this edition, give the page and column where extremely compact information could be found on each of the points given below. If this edition of the dictionary is available look up one or two of the items.

Page and columns for finding:

a. When Idaho was admitted as a state.

b. When Herod the Great took Jerusalem.

c. Which state is called Hawkeye state.

d. Crusaders at Iconium.

e. Discovery of the circulation of the blood by Harvey.

f. Inauguration of William Harrison as president.

g. Death of Henry VI, King of England.

h. Education in Italy.

i. Industry and labor in India.

Look up the word "Imports" and tell how the information is entered.

What date, in heavy type, separates the history of Italy into two divisions? Is India so divided? This date of the treaty of Westphalia divides the history of many modern countries.

Read carefully all entries summarizing the characteristic arrangement of material in Webster's New international dictionary, given on the page preceding the first specimen page, and see that each item is clearly understood.

Characteristic Arrangement of Material in

FUNK AND WAGNALLS NEW STANDARD DICTIONARY

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1. In the general vocabulary appear:

   a. Spelling; current and reformed; reformed spelling also under the current.

   b. Pronunciation; each word is respelled twice for pronunciation; two keys, with diacritics for each, are given at the top of even and odd facing pages. Guide words at top of pages.

   c. Common meaning of the word is given first, obsolete and rare meanings last; valuable plates and illustrations in connection.

   d. Etymologies (derivations) follow definitions, instead of preceding them.

   e. Synonyms directly follow the last numbered definition; marked, "Syn."

   f. Antonyms; directly follow synonyms; marked, "Ant."

   g. Prepositions; directly follow "Syn." or "Ant.", marked "Prep."

   h. Compound words; indicated by a double instead of a single hyphen.

   i. Biographical names; exact dates indicated by giving number of month; slant; number of day.

   j. Geographical names; 1. Description in vocabulary. 2. Population in appendix, page 2792.

   k. Biblical, Christian, fictitious, mythological, and other proper names.

   l. Encyclopædic information, with many cross references; usually arranged in sub-alphabetical order after the last numbered definition, unless in regular alphabetical order.

   m. 1. Foreign phrases used in law, music, cookery, in common use. 2. Common phrases under the most characteristic word of the phrase.

   n. Abbreviations: 1. Grouped under the word "abbreviation;" 2. Also in general vocabulary; 3. Degrees also listed under the word "degree."

2. Features of special arrangement:

   a. One alphabetical order throughout; therefore, "proof reading," "flags," "coat of arms," "signs," etc., are entered in the vocabulary in alphabetical order.

   b. Citations for quotations are given in the spellings used by the author cited and with most exact precision, including even publisher and date.

   c. Foreign alphabets, such as Greek, Hebrew, Arabic, are systematically transliterated into Roman letters.

   d. Corrects faulty diction. See "bad," adj. 10.

   e. A department of foreign phrases used in English literature; thumb index, "For'n Phrs.", page 2781.

   f. Disputed pronunciations, page 2763. The Roman number XIII. follows the pronunciation of disputed words in the vocabulary.

   g. A small superior number is used to separate words spelled alike but with different meanings. See "muse."

   h. The "Literary Digest" edition gives in the appendix, "A standard history of the world told day by day," i. e., what happened on each day from January 1st through December 31st, in ancient, medieval and modern history, arranged by years, months and days.

3. Many subjects are tabulated, such as:

   a. African and American tribes;

   b. Apples (and other fruits), varieties of;

   c. Animals, e. g., horses, cattle, dogs, etc.;

   d. Architecture, styles of;

   e. Coins;

   f. Colors;

   g. Geological formations;

   h. Grasses;

   i. Measures, Weights;

   j. Operas;

   k. For other subjects tabulated, see page 2758.

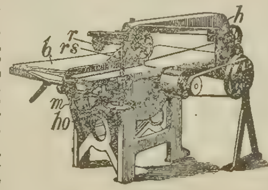
ri'ot-ry, 1 rai'ət-ri; 2 rī'ot-ry, *n.* Riotous conduct; riotousness.

Ri'ou, 1 rī'au; 2 rī'ou, *n.* **1.** A Dutch residency in the East Indies, which includes several groups of islands and a portion of the island of Sumatra. **2.** An island group of the Malay Archipelago; S. E. of Singapore. **3.** Same as BINTANG. **4.** The capital of Riou residency, on an island near Bintang. **Ri'o‡; Ri'ou Lin'ga‡; Ri'ouw‡.**

rip¹, 1 rip; 2 rĭp, *v.* [RIPPED, RIPT^S; RIP'PING.] **I.** *t.* **1.** To divide, as a fabric, along a line of least resistance, as by cutting with the steady forward motion of a sharp edge or by tearing; especially, to undo (a seam, as of a garment) by cutting or breaking the stitches; also, to tear or cut with violence in any way: usually with *up*, *open*, or *off*; as, to *rip open* an old wound; to *rip up* a dress. **2.** To take out or away by or as by violently cutting or tearing: often with *out* or *away*. **3.** To search to the bottom of; lay bare: with *up*; as, we must *rip up* the whole case again. **4.** To saw, as wood, in the general direction of the grain, as opposed to sawing across.
II. *i.* **1.** To be rent or torn open; as, a seam *rips*. **2.** [Colloq.] To rush headlong; as in the phrase let her *rip*. [< Norw. *ripa*, score.]—**rip'-cord"**, *n.* A cord stitched in a balloon from the top to the bottom, which, when pulled, tears the balloon throughout its length.

The *rip-cord* finds its use just at the moment of landing, as a means of quickly collapsing the gas-bag before it can be blown about . . . or caused to reascend by losing . . . weight.
V. LOUGHEED *Vehicles of the Air* p. 108. [R. & B. '09.]

—**rip-saw**, *n.* A saw having teeth of considerable rake and slight set, for use in ripping boards, etc.; also, a sawing-machine using such a saw. In a **half rip-saw** the teeth are finer.—**to rip and tear** [Colloq.], to scold and rage furiously. Compare RIP³.



Machine Rip-saw.

b, bed-plate; *h*, hood to catch sawdust; *ho*, hoister for adjusting height of the ratchet-toothed wheel (*r*), which moves the plank; *m*, mechanism for raising and lowering the bed-plate; *rs*, rip-saw.

rip², *v.* [Colloq.] **I.** *t.* To utter with vehemence: generally with *out*; as, to *rip out* an oath.
II. *i.* To break out into violent exclamation: with *out*. [Special use of RIP¹, *v.*]

rip³, *vt.* & *vi.* [Dial.] To reap.

rip¹, *n.* **1.** A place torn or ripped open; a laceration. **2.** A rip-saw. **3.** [Colloq.] A headlong rush; a quick run.

rip², *n.* A ripple: especially in the plural; hence, a rapid; riffle; an eddy of tide. [Cp. RIPPLE¹, *n.*]—**rip'-fish"ing**, *n.* Angling from a boat in a tide-rip.

rip³, *n.* [Colloq.] **1.** A dissipated or depraved person. **2.** A worn-out, worthless animal.

Some forlorn, worn-out, old *rips*, broken-kneed and broken-winded, were patiently waiting, ready saddled and bridled, to be hired.
DU MAURIER *Peter Ibbetson* p. 376. [H. 1892.]

use, as fruit, etc. **2.** To become fit for opening or other treatment, as a boil or an abscess. **3.** To come to perfection or maturity; as, the plot *ripens*; judgment *ripens* with age. Syn.: see DEVELOP.—**rip'en-er**, *n.*

rip'end, *pp.* Ripened. S. S.

Ri'phath, 1 rai'fath; 2 rī'făth, *n.* *Bib.* *Gen.* x, 3. [Heb.]

rip'i-. Same as RHIPI-: a combining form.

ri-pic'o-lous, 1 rai-pik'o-lus; 2 rī-pĭc'o-lŭs, *a.* *Zool.* Dwelling on river-banks. [< L. *ripa*, bank, + *colo*, dwell in.]

ri-pid'o-lite, 1 rai-[or ri-]pid'o-lait; 2 rī-[or ri-]pĭd'o-līt, *n.* *Mineral.* **1.** Clinochlore. **2.** Prochlorite. [< Gr. *rhipi(d-)s*, fan, + -LITE.]

ri"pi-e'nist, 1 ri"pi-ē'nist; 2 rī"pī-ę'nist, *n.* One of the ripieno [players in an orchestra.

ri"pi-e'no, 1 ri"pi-ē'no; 2 rī"pī-ę'no. **I.** *a.* [It.] *Mus.* Reenforcing or supplemental: said of orchestral players, parts, or instruments used to bring out the full force of a tutti by duplicating the parts of the principal instruments. **II.** *n.* [-NI, *pl.*] A ripieno player, part, or instrument.

rip'ler†, *n.* One who peddles fish. **rip'pier†.**

Rip'ley¹, 1 rip'li; 2 rĭp'ly, *n.* **1. Eleazar Wheelock** (⁴/₁₅ 1782–³/₂1839), an American general, distinguished in actions on the Canadian frontier, 1813–1814. **2. George** (¹⁰/₃1802–⁷/₄1880), an American critic and scholar; literary editor New York *Tribune*, 1849–1880, and joint editor with C. A. Dana of the *New American Cyclopædia*. **3. Roswell Sabine** (³/₁₄1823–³/₂₆1887), an American general, distinguished in the Mexican and Civil wars. **4.** A county in S. E. Indiana; 447 sq. m.; county-seat, Versailles. **5.** A county in S. E. Missouri; 623 sq. m.; county-seat, Doniphan. **6.** A manufacturing village with mineral springs in Brown county, O. **7.** A town, county-seat of Lauderdale county, Tenn. **8.** A mining and manufacturing town in Derbyshire, England.

Rip'ley², *n.* See GEOLOGY.

rip'ling-kame", 1 rip'liŋ-kēm"; 2 rĭp'ling-kām", *n.* [Scot.] An instrument for dressing flax.

rip'on¹†, *n.* A sword or spur from Ripon, England. **rip'pont.**

Rip'on², 1 rip'en; 2 rĭp'ŏn, *n.* **1. Earl of** (¹⁰/₃₀1782–¹/₂₈1859), Frederick John Robinson, an English statesman; prime minister, 1827–1828. **2. Marquis of** (¹⁰/₂₄1827–⁶/₉1909), George Frederick Samuel Robinson, an English statesman; Governor-general of India, 1880–1884. **3.** A county in Victoria, Australia. **4.** A cathedral city in the West Riding of Yorkshire, England. **5.** A city in Fond du Lac county, Wis.; seat of Ripon College (non-sectarian), founded in 1850.

Rip"o-[or **-u-**]**nu'ny**, *n.* Same as RUPUNUNI.

ri-post', 1 ri-pōst'; 2 ri-pōst', *vi.* To make a ripost in fencing or in repartee. **ri-poste'‡.**

On my replying that, after all, Leigh Hunt must have been rather a vulgar cockney bore, she *riposted* with, 'It is, after all, natural that you should take up the cudgels for Byron, for he was a thorough Scot.' GRAHAM in *Nineteenth Cent.* Nov. 1893, p. 763.

ri-post', *n.* **1.** A lunge in return after a parry in fencing. **2.** Hence, a quick, clever reply; repartee. [< F. *riposte*, < It. *risposta*, < *rispondere*, respond, < L. *respondeo*; see RESPOND.] **ri-poste'‡.**

rip'per¹, 1 rip'ər; 2 rĭp'ẽr, *n.* **1.** One who or that which rips or tears open. Specif.: (1) An implement for ripping seams, as in cloth. (2) A tool for removing slates, or edging them. (3) A rip-saw. (4) [U. S.] A sled formed of a plank resting at the ends upon two bob-sleds: used in coasting, and usually called *double-ripper*. (5) [Slang, U. S.] An enactment giving exceptionally unrestricted power of ap-

rip'pling, 1 rip'liŋ; 2 rĭp'ling, *n.* Same as RIP².

rip'pling-ly, 1 rip'liŋ-li; 2 rĭp'ling-ly, *adv.* So as to show or make ripples or a rippling sound.

rip'ply, 1 rip'li; 2 rĭp'ly, *a.* [Rare.] Marked by ripples.

rip'pock, 1 rip'ək; 2 rĭp'ok, *n.* [Orkney.] Same as RITTOCK.

rip'rap", 1 rip'rap"; 2 rĭp'răp", *vt.* To make a riprap in or upon; strengthen with riprap.

rip'rap", *n.* **1.** Broken stones for making foundations or walls, especially for dumping into deep water to form a bed for further work. **2.** A foundation made of stones loosely thrown together. **3.** A variety of firework which in exploding gives a rapid succession of reports and jerks. [< Dan. *rips-raps*, refuse; cp. RIFF-RAFF.]

rip'-roar"ing, 1 rip'-rōr"iŋ; 2 rĭp'-rōr"ing, *a.* [Slang, U. S.] Brisk; lively; boisterous. **rip-roar'i-ous‡.**

rip'sack", 1 rip'sak"; 2 rĭp'săk", *vt.* To chase the ripsack.

rip'sack", *n.* The California gray whale (*Rachianectes glaucus*): named from the method of removing the blubber.

rip'-saw", *n.* See under RIP¹, *v.*

ript, 1 ript; 2 rĭpt [Archaic], *imp.* & *pp.* of RIP, *v.*

rip"u-a'ri-an, 1 rip"yu-ē'ri-ən; 2 rĭp"yu-ā'ri-an, *a.* Of or pertaining to or dwelling on or near a shore: said of a branch of the Franks.

By the *Ripuarian* Law, a free woman marrying a slave became a slave. C. L. BRACE *Gesta Christi* p. 241. [A. & S. 1882.]

[< F. *ripuaire*, < LL. *ripuarius*, < L. *ripa*, bank.] **rip'u-a-ry‡.**—**Ripuarian Franks**, the branch of the Frankish-Germanic race that dwelt, in the 4th century, on both sides of the Rhine, near Cologne.

Rip Van Win'kle, 1 rip van wiŋ'kl; 2 rĭp van wĭŋ'kl. **1.** In Washington Irving's *Sleepy Hollow*, the hero, a descendant of early Dutch colonists, who while hunting in the Kaatskills meets a strange man with a keg; after a sip from the keg Rip falls into a sleep for 20 years and awakes to find his wife dead, America independent, and himself forgotten. **2.** A play adapted from *Sleepy Hollow*, in which the name-part was impersonated with much success by Joseph Jefferson.

ri'ro-ri'ro, 1 rī'ro-rī'ro; 2 rī'ro-rī'ro, *n.* [Maori.] The gray warbler of New Zealand.

ri-sa'la, 1 ri-sā'lə; 2 ri-sä'la, *n.* [Anglo-Ind.] A troop of native irregular horse. [commander of a risala.

ris"al-dar', 1 ris"əl-dār'; 2 ris"al-där', *n.* [Anglo-Ind.] The

ris'ban, 1 ris'bən; 2 ris'ban, *n.* **1.** A flat plot on which a fort is built to defend a port. **2.** A fort so erected. [F., < G. *rissbank*, < *riss*, rent (< *reissen*, split), + *bank*, bench.] **ris'bank‡.**

ris-berm', 1 ris-bērm'; 2 ris-bẽrm', *n.* [Rare.] Fascine-work, sometimes placed at the bottom of an earthwork; also, fascine-work placed in jetties, as a defense against the sea. [< F. *risberme*, < G. *riss* (see RISBAN) + *berme*, berm.]

Ris'ca, 1 ris'kə; 2 ris'ca, *n.* A town in Monmouthshire, England.

rise, } 1 raiz; 2 rīs, *v.* [ROSE; RIS'EN, RIZ'N^P; RIS'ING.]
rize^P, } **I.** *i.* **1.** [Colloq.] To advance toward the summit of; climb; mount.

The little grove of locusts, sallows, birches, etc., which has sprung up on the bank as you *rise* the hill. THOREAU *Early Spring in Massachusetts* p. 315. [H. M. & CO. 1881.]

2. *Naut.* To bring gradually above the horizon, as a ship, by drawing nearer to it. **3.** *Angling.* To entice to the surface, as a fish.

A specimen page from

Funk and Wagnalls New Standard Dictionary

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rip⁴, *n.* [New Eng. & Prov. Eng.] An emery-stick with which scythes are sharpened. **ripe**†; **rip'-stick"**†. [**ripp**†.

rip⁵, *n.* [Scot.] A handful of unthrashed grain or of hay.

rip⁶†, *n.* A wicker fish-basket or pannier; also, a hen-coop.

R. I. P. See under ABBREVIATION.

rip., *abbr.* [It.] Ripieno.

ri'pa¹, 1 rai'pə; 2 ri'pa, *n.* [RI'PAS or RI'PÆ, 1 -pəz *or* -pi; 2 -pas *or* -pē, *pl.*] *Anat.* The line where the ependyma, or lining membrane of the brain, is reflected upon the pial covering. [L., river-bank.]

ri'pa², *n.* Any Scandinavian ptarmigan.

ri'pal, 1 rai'pəl; 2 ri'pal, *a.* [Rare.] Same as RIPARIAN, 1.

ri-pa'ri-al, 1 rai-pē'ri-əl; 2 ri-pā'ri-al, *a.* **1.** Same as RIPARIAN. **2.** Same as RIPUARIAN. **3.** *Zool.* Riparious. [< L. *riparius;* see RIPARIAN.]

ri-pa'ri-an, 1 rai-pē'ri-ən; 2 ri-pā'ri-an, *a.* **1.** Of or pertaining to the bank of a river: specif., in botany, said of plants growing naturally in the sides or banks of watercourses, ponds, etc. **2.** *Anat.* Of or pertaining to a ripa. [< L. *riparius,* < *ripa,* bank.] — **riparian proprietor,** one who owns land bounded by a stream or other water.— **r. rights** (*Law*), the rights, varying locally, accruing to an individual whose property borders on or contains a watercourse, river, etc., as to the use of such waters.— **r. state,** a state whose territory abuts upon or is bounded by a river.— **ri-pa'ri-an,** *n.* A dweller on a river-bank.

ri-pa'ri-ous, 1 rai-pē'ri-əs; 2 ri-pā'ri-ŭs, *a.* *Bot.* & *Zool.* Growing or living along the banks of streams. [< L. *riparius;* see RIPARIAN.]

ripe¹, 1 raip; 1 rip, *vt.* [RIPED; RIP'ING.] [Prov. Eng. or Obs.] **1.** To cleanse. **2.** To examine strictly; investigate thoroughly. **3.** To break up (rough ground). **4.** To search; ransack; rifle. **5.** To poke. [< Norw. *ripa,* scratch.]

ripe², *vt.* & *vi.* [Archaic.] To ripen.

ripe, *a.* [RIP'ER; RIP'EST.] **1.** Grown to maturity and fitness for use as food: said of fruit, grain, etc.; as, *ripe* apples; *ripe* wheat. **2.** Brought by keeping and proper care to a condition most suitable for use; mellow: said of meat, wine, and other articles of food; as, *ripe* venison; *ripe* cheese. **3.** Advanced to a perfect or high development; matured; as, a woman *ripe* in beauty; a man of *ripe* experience. **4.** In full readiness to act or become operative; prepared; ready; as, *ripe* for war; *ripe* for rebellion. **5.** Resembling ripe fruit; rosy; luscious; as, *ripe* lips. **6.** *Med.* Ready for an operation of removal or opening; as, a *ripe* abscess. **7.** Developed to a certain point of fitness, as fully fledged birds, fish ready to spawn, human beings arrived at physical maturity, etc. **8.** [Slang.] Drunk. [< AS. *ripe,* ripe; cp. *ripan,* reap.] Syn.: complete, consummate, finished, fit, mature, matured, mellow, perfect, perfected, ready, seasoned.— Ant.: budding, callow, crude, green, immature, imperfect, sour, undeveloped.— **ripe'ly,** *adv.*— **ripe'ness,** *n.*

ripe, *n.* **1.** Same as RIP⁴. **2.** [Rare.] A river-bank; also, seashore.

ri'peck, *n.* Same as RYPECK.

rip'en, 1 raip'n; 2 rip'n, *v.* **I.** *t.* **1.** To make ripe; mature, as fruit or grain: sometimes applied to the bringing of any vegetable product into fit condition for use; as, budded cuttings from *ripened* wood. **2.** To bring to maturity or high perfection; develop fully; as, to *ripen* the judgment.

A public school *ripens* talent, but its tendency is to stifle genius.
BULWER LYTTON *Kenelm Chillingly* p. 26. [H. 1873.]

3. To fit for use, or give a special flavor, by keeping; as, to *ripen* cheese or venison.

II. *i.* **1.** To grow ripe; become matured and fit for pointment and removal to an executive, as a governor or mayor. **ripper act** or **bill**†.

2. [Slang.] A thoroughgoing or efficient person or thing; something very good or very forcible. **3.** [Prov. Eng.] A ripier.— **half ripper,** a half rip-saw.

rip'per², *n.* [Newfoundland.] A fog-horn. [**rip'pat**†.

rip'pet, 1 rip'et; 2 rip'ĕt, *n.* [Scot.] A dispute or tumult.

rip'ping, 1 rip'iŋ; 2 rip'ing, *a.* [Slang.] Very fine of its kind; capital; unparalleled.— **rip'ping-ly,** *adv.* Splendidly.

rip'ping, *ppr.* & *verbal n.* of RIP, *v.*— **rip'ping-bed",** *n.* A machine for cutting stone into slabs by passing it on a bed under a gang of saws; a gang stone-saw.— **r.-chisel,** *n.* A long, slender, slightly bent chisel-like tool for scraping or cleaning out mortises, cracks in woodwork, etc.— **r.-iron,** *n.* A hooked tool for removing oakum from seams.— **r.-saw,** *n.* A rip-saw.

rip'ple¹, } 1 rip'l; 2 rip'l, *v.* [RIP'PLED, RIP'LD²; RIP'-
rip'le², } PLING.] **I.** *t.* **1.** To make small wavelets upon, as water; hence, to make slight curly wrinkles or waves in, as hair; crinkle. **2.** To make ripple-marks in. See RIPPLE-MARK

II. *i.* **1.** To become slightly agitated or fretted on the surface, as water running over a rough pebbly bottom or acted upon by a light breeze; also, to present an appearance like that of passing wavelets.

The birds flutter and fly, . . . and wheeling, the pavement *ripples* in their waving shadow.
G. W. CURTIS *Howadji in Syria* p. 7. [H. 1872.]

2. To sound like water running over a rough surface; as, *rippling* laughter. [Var. of RIMPLE, *v.*]

rip'ple², *vt.* To clean, as flax or hemp, by removing the seeds and capsules from the stalks.

rip'ple³, *vt.* [North. Eng.] To graze; ruffle; scratch slightly; also, to plow (the ground) superficially.

rip'ple¹, *n.* **1.** One of the wavelets on the surface of water, produced by a light breeze or by running over a rough bottom; any slight wave of or as of water; as, the *ripples* in her long hair.

The sea was like glass, not a *ripple* to be seen.
VICTORIA *Life in the Highlands* p. 262. [H. 1868.]

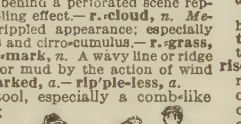
2. Any sound like that made by rippling water; as, a *ripple* of laughter. **3.** Any appearance like a wavelet.

And in the belfry sits a Dove With purple *ripples* on her neck.
ALDRICH *After the Rain* st. 3.

4. [North. Eng.] A small bruise or cut

— **rip'ple-bar"rel,** *n.* *Theat.* A large tinsel-covered cylinder that, when rotated behind a perforated scene representing water, gives a rippling effect.— **r.-cloud,** *n.* *Meteor.* Any cloud having a rippled appearance; especially certain forms of alto-cumulus and cirro-cumulus.— **r.-grass,** *n.* The English plantain.— **r.-mark,** *n.* A wavy line or ridge formed on surfaces of sand or mud by the action of wind or of waves, or both.— **r.-marked,** *a.*— **rip'ple-less,** *a.*

rip'ple², *n.* A toothed tool, especially a comb-like instrument for cleaning flax-fiber or broom-corn. [< RIP¹, *v.*] **rip'pling-comb"**†.



Rippers Using a Ripple.

rip'ple³, *n.* [Scot.] A species of ataxia or tabes dorsalis: used mostly in the plural.

rip'pler, 1 rip'lər; 2 rip'lĕr, *n.* One who or that which combs flax or broom-corn; especially, a rippling-comb.

rip'plet, 1 rip'let; 2 rip'lĕt, *n.* A small ripple, as of water.

II. *i.* **1.** To advance from a lower to a higher position; go up; ascend; as, mists *rise;* a bird *rises* in the air. **2.** To become erect after kneeling, sitting, or lying down; stand up; hence, to break up for a recess or adjournment, as a deliberative or legislative assembly; as, he *rose* from a sick-bed; the House passed the bill before *rising;* hence, to leave; quit; as, the besiegers *rise.* **3.** To spring or grow upward; be raised or gradually elevated; become lofty or tall; also, to appear to the sight or in the prospect as elevated. **4.** To swell upward, as by increase of quantity or extent; as, a river *rises;* bread *rises.* **5.** To appear above the horizon: said of the heavenly bodies; as, the moon *rose* at seven. **6.** To come into existence, or to become perceptible to the mind or the senses; originate; emerge; as, thoughts *rise* in the mind; the sound of laughter *rises* on the air. **7.** To gain elevation in rank, fortune, or public estimation; be promoted; prosper; as, he is a *rising* man. **8.** To break forth into public commotion or into active opposition; revolt; rebel; as, the people *rose* against the tyrant. **9.** To be revived from death; arise from the grave: generally with *again;* as, the dead shall *rise again.* **10.** To increase in force, intensity, dignity, value, etc.; as, his wrath *rises.*

The market value of a thing depends on the demand and supply; *rising* as the demand *rises* and falling as the supply *rises.*
WAYLAND AND CHAPIN *Political Economy* p. 268. [H. & CO. 1886.]

11. In mining, to dig upward, as from one level to that next above: opposed to *sink.* **12.** To come by chance. **13.** To mount to the surface of the water, as a fish after a baited hook. **14.** To slope gradually upward; as, the ground *rises* to the west. **15.** *Phon.* To undergo change due to elevation of tongue: said of a vowel, as long ī passing to short ĭ. [< AS. *risan,* rise.] Syn.: arise, flow, ascend, spring. To *rise* is to move up or upward whether slowly or quickly, whether through the least or greatest distance; the waves *rise,* the mists *rise;* the river *rises* after heavy rains; as said of persons to *rise* is to come to an erect position after kneeling, sitting, reclining, or lying down; as, to *rise* from a sick-bed; my friend *rose* as I entered; the guests *rose* to depart; so a deliberative assembly or a committee is said to *rise* when it breaks up a session; a sun or star *rises* when to our apprehension it comes above the horizon and begins to go up the sky. To *ascend* is to go far upward, and is often used in a stately sense; as, Christ *ascended* to heaven. See ARISE.

— **to rise from the ranks,** to gain a commission after having been a non-commissioned officer or private.— **to r. to the occasion** or **to the emergency,** to prove oneself equal to dealing with a particular emergency.

rise¹, 1 raiz *or* rais; 2 rīz *or* ris (XIII), *n.* **1.** The act of rising; ascent; as, the *rise* of mists into the air; the *rise* of the mercury in a thermometer. **2.** Degree of ascent; elevation; also, an ascending course or direction; as the *rise* of a hill. **3.** The act of beginning to be or appear; origination; derivation from a source; as, the *rise* of a spring. **4.** Any place, as ground, elevated above the common level. **5.** The act of appearing above the horizon; as, the *rise* of the moon. **6.** Increase of price or value; advance, as in price; as, a *rise* in oil. **7.** Advance in age, rank, degree of prosperity, or importance; also, elevation morally, mentally, or spiritually. **8.** *Mus.* (1) Ascent in the diatonic scale. (2) Increase in volume of tone; a swell. **9.** The ascent of a fish to food or bait; also, the flying up of a game-bird, as a quail or partridge

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A Specimen entry from Funk and Wagnalls New Standard Dictionary

Directly under the first "rise" given on the sample page the word is respelled how? It is followed by what small superior letter, raised at the right of the word? This means that the reformed spelling is "rize," according to the preferences of the American Philological Society, a company of learned students of language. Words followed by "S" are spellings preferred by the Simplified Spelling Board. Notice that the word is respelled twice for pronunciation according to different sound symbols, and that they are numbered respectively how in light type? These two Keys for pronunciation are a unique and important feature of this dictionary. As they require special attention their consideration will be reserved until other features are explained.

After the word has been respelled twice for pronunciation, its part of speech is indicated, in this case by "v," for what? The principal parts of the verb are then given in brackets. Is reformed spelling indicated in the principal parts? But, since the verb is both transitive and intransitive, some distinction must be made. The transitive verb is treated first and indicated by the Roman number one, in heavy type, followed by what small letter? The use of the verb, as transitive, has how many definitions? Number 1 is followed by what abbreviation in brackets? This abbreviation means that the word in this sense is colloquial; that is, common rather than literary. Abbreviations used in the dictionary can be found in regular alphabetical order in the dictionary, or under the word abbreviation. In what sense is number 3 used? Number 2?

The second use of the verb "rise" is indicated by the Roman number two, followed by what letter to indicate intransitive? How many definitions are given under the verb, intransitive? The quotation given under number 10 is taken from what authors? From what work? On what page? Of an edition published at what date? By a firm abbreviated how? (Sh. & Co., means Sheldon & Co.) A list of publishers referred to is given at the front of the dictionary, p. xxxvi.

The derivation of a word is entered in the Standard dictionary, after all definitions have been given. In this case, after number 15, notice that in brackets a character appears, which looks like a letter v on its side, with the opening toward "AS." This character is used to indicate the derivation of a word by placing the wide opening towards the abbreviation of the language from which the word is derived. What is the abbreviation in this case? By consulting the general vocabulary, "AS" is found to mean Anglo Saxon.

The use of a word in common phrases is given at the end of all other information regarding the word. Notice, "to rise from the ranks," coming at the end of "rise, II. i." What other phrase is given?

What part of speech is the last "rise" on the page? What very small figure raised at the right appears? This indicates that there will be more than one distinct meaning for "rise" used as a noun. After the second Key for the pronunciation of "rise, n," what Roman number appears? This arbitrary sign "XIII" indicates that the pronunciation of rise, n. is disputed, and refers to the table of disputed pronunciations, pp. 2762-79.

What is given under the first "ripple" for the reformed spelling of the word? What letter is raised at the right indicating the authority? How many times is "ripple" separately numbered as a verb by a very small superior figure raised at the right? How many times as a noun? How many uses has number 1 as a transitive verb? How many as an intransitive? Numbers 2 and 3 of "ripple," v., are marked how for transitive? What symbol is used to indicate derivation? (etymology). Under which "ripple," and which number of it does this symbol appear? This symbol calls attention to what word, instead of giving the language directly? ("rip, 1, v," refers to the verb rip, small superior number 1, and indicates that the derivation of "ripple" is the same as that given after the last numbered definition of "rip," verb, number 1.) Look up the reference and give the abbreviation of the language from which it comes. If the meaning of this abbreviation is not known, consult "Norw." in the body of the dictionary and follow the reference there given.

Under "ripple," v. 1, intransitive, number 1, the quotation used comes from what author? From which of his works? On which page? In the edition published when? By the firm abbreviated how? (The publisher's full name can be found by consulting what part of the complete dictionary?)

From what language is "ripe" the first mentioned verb derived? From what, the adjective? In what sense is number 8 of the adjective used? After the etymology (derivation) of a word is given, "synonyms" or words similar in meaning are given, if any, marked "Syn." Following synonyms, "antonyms," or words opposed in meaning are given, if any, marked "Ant." Name an antonym for ripe, adjective. How many nouns, separately numbered, are entered under the word "rip"? After "rip. n. 6" what character appears? Consult the top of the sample page, near the

end of Key 1, and name the significance of this character. After the definition of "rip, n. 4" various spellings of the word are given, marked with what character? Name the significance of the double dagger as explained at the top of the page, directly after that of the single dagger. The British spellings of certain words differ slightly from the American spellings; "honor," for example, is usually spelled in England "honour." Are variant spellings of a word placed before or after the etymology (derivation) given under the current spelling? "Honour" would, therefore, be entered where under "honor," and marked how? It is also entered under "honour," with a note of explanation.

How many entries are given under "Ripley, n. 1"? Are persons or places entered first? Are persons sub-arranged alphabetically by the first name? Are the names of states in which places are located sub-arranged alphabetically? George Ripley was born in what year? The exact month is indicated by what number for October? The 10 is followed by a slant, below which, what number appears to indicate the day? How many square miles has Ripley county in Missouri? What is its county seat? Is its population given? (The population of places is given at the back of this dictionary, because population is likely to change.) If the dictionary is available, find the population. In what state is number 6?

Under the abbreviation "R. I. P." a reference is made to what word? If the dictionary is convenient, determine the meaning of this abbreviation. How many entries are given under "Rip Van Winkle"? Are fictitious names, therefore, entered in the body of this dictionary? Are biographical and geographical names also so entered? Are abbreviations entered in alphabetical order?

When information in connection with a word other than that pertaining to the derivation and the meaning is given, it is usually entered after the last numbered definition unless it has a place of its own in regular alphabetical order. A specimen entry under the word "father" from the Standard Dictionary is inserted herewith to show clearly this plan of sub-arrangement. How many main numbered definitions are given under "father, n.?" From what language does father come? Notice that after the derivation, information, with father as the main word, is entered in a strict sub-alphabetical order running down from a, and emphasized by heavy type. A selected number of these entries are listed in column form at the side of the specimen entry, to emphasize this sub-arrangement.

Glance down the line and note the strict sub-alphabetizing. Read the line through and follow the arrangement in the specimen entry itself.

adoptive father.

f. confessor.

F. General.

. . . . . .

F. Knickerbocker.

. . . . . .

F. of Algebra.

F. of America.

F. of Angling.

Read all under "of" and notice the sub-alphabetizing.

f. queller.

f. right.

f. rule.

Fathers of the Church. (Plural.) (Apostolic and Apologetic Fathers are sub-divisions under Fathers, plural.)

Great White F.

Holy F.

Specimen entry under father from New Standard Dictionary

fa'ther, *n.* **1.** The male parent of a child. **2.** Any male ancestor; more particularly, the first of a line; forefather; patriarch. **3.** One standing toward another or others in a paternal position; one acting in the capacity of a father; as, the king is *father* to his people. **4.** [F-] The Deity; God; especially, the first person in the Trinity.

Our *Father* is the proper designation of God under the new dispensation. J. B. WALKER *Doc. Holy Spirit* p. 117. [s. c. o. 1874.]

5. A member of the ancient Roman senate; as, a conscript *father*. **6.** One who or that which causes or originates anything; an author; founder; as, Homer is the *father* of epic poetry; the wish is *father* to the thought. "The child is *father* of the Man," WORDSWORTH *My Heart Leaps Up* l. 7. **7.** A man held in reverence. Specif.: (1) A Roman Catholic priest who is a member of a religious fraternity; in the United States and Ireland, also, a secular priest. (2) A church dignitary; confessor; superior in a monastery. (3) The oldest member of a class or body; doyen; as, the *father* of the House. (4) Any aged man, particularly a clergyman: chiefly as a title. [< AS. *fæder.*] — **adoptive father,** one who adopts another's child. — **f. confessor,** a priest who confesses a penitent. — **F. General,** the chief of the Society of Jesus. — **f. in God,** a bishop, as being divinely appointed. — **fa'ther-in-law",** *n.* **1.** The father of one's spouse: the correlate of *son-in-law* and of *daughter-in-law.* **2.** [Colloq., Gt. Brit.] A stepfather. — **F. Knickerbocker** [Humorous], New York city personified. — **f.-long-legs,** *n.* A daddy-long-legs. — **F. of Algebra,** François Viete (Vieta), the foremost algebraist of the 16th century. — **F. of America,** Samuel Adams. **F. of the American Revolution†.** — **F. of Angling,** Izaak Walton. — **F. of Comedy,** Aristophanes. — **F. of Ecclesiastical** or **Church History,** Eusebius. — **F. of English Learning,** Beda: so called by Burke. — **F. of English Poetry,** Chaucer: so called by Dryden. — **F. of English Prose,** Roger Ascham. — **F. of Epic Poetry,** Homer. — **F. of German Literature,** G. E. Lessing. — **F. of Greek Tragedy,** Æschylus. — **F. of his Country. 1.** George Washington. **2.** Marcus Tullius Cicero: bestowed upon him by the Roman senate for revealing the conspiracy of Catiline. The title was later given to some of the Cæsars, Cosmo de Medici, and certain European princes. **3.** Andria Dorea (1468–1560): so called on his statue at Genoa. — **F. of his People. 1.** Any one of three kings of France, Louis XII., Henry IV., and Louis XVIII. **2.** Christian III. of Denmark. — **F. of History,** Herodotus. — **F. of Jests,** Joseph Miller. — **F. of Letters. 1.** Francis I. of France. **2.** Lorenzo de Medici. — **f. of lies. 1.** Satan. **2.** Herodotus. — **F. of Medicine. 1.** Hippocrates. **2.** Aretæos of Cappadocia (2d and 3d centuries). — **F. of Orthodoxy,** Athanasius. — **f. of the chapel,** the chairman of a chapel of printers. — **F. of the Faithful. 1.** The sultan of Turkey, as calif or head of the Mohammedan faith: first applied to Mohammed. **2.** Abraham. — **F. of Waters,** the Mississippi river. — **f.-queller†,** *n.* One who kills his father; a parricide. — **f.-right,** *n.* A system of clan organization in which the child takes the clan-name of the father. Compare MOTHER-RIGHT. — **f.-rule,** *n. Sociol.* Patriarchy. — **f. sister** [Scot.], the sister of one's father. — **Fathers of the Church,** the early teachers and defenders of Christianity. They are divided into the *antenicene* and the *posnicene,* as living before or after the Council of Nice (A. D. 325). The *antenicene* include, among others, the **Apostolic Fathers,** contemporaries of the apostles, and the **Apologetic Fathers,** who defended Christianity against attacks of Jews and pagans. — **Great White F.,** the President of the United States: so called by the American Indians. — **Holy F.,** the Pope. — **Most Reverend F. in God,** an archbishop: a title of address. —

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Who has been called, "Father of Epic Poetry?" Who (besides George Washington) "Father of His Country?" Who, the "Great White Father?"

What symbol indicates that "f. queller" is an obsolete word? Does it have a double or a single hyphen?

Consult the word "queen" in the dictionary, and tell what city has been called "Queen City of the Lakes."

Read carefully all entries on the page summarizing the characteristic arrangement of material in Funk and Wagnalls New Standard Dictionary, just preceding the sample page, and see that each item is clearly understood. Examine as many of the tabulated subjects under section 3 as possible, and describe the arrangement of two or three.

In the second pronunciation, numbered 2, of the first "rise" how is the "i" marked? This represents the marking used in text-books and older dictionaries, and is the so-called Text-Book Key, referred to as Key 2 in this dictionary. Some persons are apt to think that they are complete masters of the Text-Book Key, when, as a matter of fact, they are familiar only with the long and the short marks, as indicated by the use of the macron and the breve, of the sixty-four symbols which comprise the old system.

How is this (rise) respelled for pronunciation according to Key 1? What letters are therefore used in the first Key to stand for the sound of "i" in rise or long "i" in the second Key? Note that the shape of the "a" is that of vertical script. See "ripen" on the sample page for another illustration.

All phoneticians, or students of sound, agree that this "i" sound is a diphthong consisting of a glide from "a" as in "arm" to "i" as in "machine." Pronounce these two vowels rapidly in succession and mark how the sound is formed as in "aisle," the illustrative word given at the top of each odd page. (See top of sample page, Key 1.) What is the only symbol, therefore, which will always appear in this dictionary, in Key 1, when this sound of "i" is desired?

As Key number 1, known as the Revised Scientific Alphabet, allows but one symbol for each sound, the respellings for pronunciation sometimes appear as they would if English were spelled phonetically, or strictly according to sound. The two Keys are not to be understood as based upon the same sound principles. When the respective Keys are thoroughly understood, the use of this dictionary becomes doubly valuable, and a great pleasure.

The Revised Scientific Alphabet was devised by a Joint Committee of the American Philological Association, the Modern Languages Association and the Department of Superintendence of the National Education Association in 1905 on the basis of the alphabet of the American Philological Association of 1877, and was introduced into the Standard Dictionary at their urgent advice. It is based on the eight natural short vowel sounds in our language, which agree with the values they have in the Continental pronunciation, and in the French, Spanish, Italian, German, and Latin. This alphabet allows but one symbol for each sound; hence, it is scientific. Unfortunately, the normal English alphabet has only five vowel characters—a, e, i, o, u. Since a dictionary's pronouncing-key requires eight symbols to indicate the eight vowel sounds, it was found necessary to add three new symbols, which may be readily recognized as indicating the sounds in the words "artistic," "not," and "but," as shown in the plate below. The sound values of these symbols are indicated by the words printed after them.

Vowel Sounds for Key 1.

The modified "a" is the "a" of vertical script;

The modified "o" is "o" with a breve dropped into its body;

The modified "u" is a small capital "u" of ordinary type.

In certain words the long sound differs slightly in quality from the short sound, but the pairing is thoroughly consistent.

a in **fat**	lengthened to	ā in **fāre**		O " **obey**	lengthened to	Ō in **gō**	
ɑ " **ɑrtistic**	"	" ɑ̄ " **ɑ̄rt**		ɵ " **nɵt**	"	" ɵ̄ " **ɵ̄r**	
e " **get**	"	" ē " **prēy**		ʊ " **full**	"	" ʊ̄ " **rūle**	
i " **hit**	"	" ī " **polīce**		U " **but**	"	" Ū " **būrn**	

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Note that the short vowel-sounds have no diacritic; each character stands for its own name-sound. To indicate the lengthened sound the macron is used, which is the only mark used in this dictionary, and stands for a prolongation, that is, a real lengthening of the name-sound.

If the sound of "e" in "get," for example, is prolonged, it becomes the sound of "e" in what word according to the plate? Prolong the sound and note the effect. Whenever this sound is desired, it is represented by this one symbol of "e" with a macron, long e. The word "say" is, therefore, respelled for pronunciation, under Key 1, as se, long e. Accordingly, how are the words given

below respelled for pronunciation under Key 1?

convey	great	vale	weigh
gate	obey	veil	stale

Test the markings by looking the words up in the dictionary.

If the sound of "i" in "hit" is prolonged, it becomes the sound of "ī" in what word according to the plate? Prolong the sound and note the effect. When the sound of "ī" in "police" is desired, it is represented in Key 1 by long "i" and by this one symbol only, How are the following words marked according to Key 1?

fear	mien	people	shriek
lean	niece	seen	weary

Test the markings by looking the words up in the dictionary.

A chart of the symbols in the respective Keys is given herewith. Practically the same, in a greatly condensed form, appears at the top of the even and odd facing pages of the dictionary. (See top of sample page.)

Under diphthongs, second column of the plate and fifth from the top, notice what the symbol is for "u" as in "tube," according to Key 1. How, then, is "tube" marked in this dictionary for pronunciation according to Key 1? Mark "beauty" and "pupil" each according to both Keys.

Notice near the end of the third column giving the Keys, that when an unstressed sound as the "a" in "sofa" is desired it is indicated by an "a" without the lower right hand shank, slightly resembling an inverted "e," sometimes called a "shankless a"; an unstressed sound as of "i" in "habit" given below the "shankless a" is indicated by omitting what from the regular form of an i? Directly above, notice the form of "a" when the sound as in "ask" is desired.

What letters would be used in Key 1 for the sound of "i" in "riotry"? What symbol, for the unstressed vowel sound of the "o"? What, for the unstressed sound of "y"? Give the complete respelling, and test it by referring to "riotry," Key 1, on the sample page. Notice the delicate shade of sound thus gained.

Respell for pronunciation three or four of the following words according to Key 1, using the plate as a guide; test the markings by looking the words up in the dictionary:

abuse	duty	jerk	music
beard	fast	love	pain
bride	grain	mount	talk

This, in brief, explains the Scientific Alphabet, and serves to show how simple it is. Further information on the subject of this pronouncing alphabet may be had by consulting the Department of Spelling and Pronunciation (pp. xxiii-xxix) of this dictionary.

Plate showing Keys for pronunciation.

This chart (plate) faces page 1 of the dictionary and clearly shows what in Key 1 is equivalent to Key 2, and what in Key 2 is equivalent to Key 1. The student who is familiar with the Scientific Alphabet will use Key 1, and the student who is familiar with the Text-Book Key will use Key 2.

KEY 1	KEY 2	ILLUSTRATIVE WORDS
ɑ	ä	as in *a*rtistic, c*a*rtoon.
ā	ä	as in *a*rt, c*a*rt, *a*lms, f*a*ther.
a	ă	as in *a*t, *a*dd, f*a*t, m*a*n, l*a*p, b*a*ffle.
ā	â, ê	as in *a*ir, f*a*re, p*ea*r, h*ei*r, th*e*re.
e	ĕ	as in g*e*t, b*e*ll, s*ay*s, l*e*opard, s*ai*d, d*ea*d, b*u*ry, *a*dded.
ē	ā, e̱	as in pr*ey*, w*ai*t, f*a*me, gr*ea*t, n*eigh*bor.
i	ı, y̆	as in h*i*t, t*i*n, m*i*ss, c*y*st, ph*y*sic.
ī	ē, ĭ, y̆	as in pol*i*ce, m*e*te, gr*ee*t, s*ea*.
o	o	as in *o*bey, p*o*etic, wind*ow*, ph*o*to.
ō	ō	as in g*o*, n*o*te, gl*o*ry, bl*ow*, s*oul*, g*oa*t, d*oo*r, b*eau*.
e	ŏ, a̱	as in n*o*t, *o*dd, wh*a*t, w*a*s.
ō	ô, a̱	as in *or*, n*or*th, *a*ll, h*au*l, w*a*lk.
u	u̱, o̱, o͝o	as in f*u*ll, p*u*sh, c*ou*ld, st*oo*d.
ū	u̱, o̱, o͝o	as in r*u*le, tr*ue*, f*oo*d, wh*o*, l*o*se.
u	ŭ, o̱	as in b*u*t, *u*nder, s*o*n, *o*ther.

KEY 1	KEY 2	ILLUSTRATIVE WORDS
ū	û, ĕ, ĭ, ỹ	as in b*u*rn, c*u*r, *ea*rn, wh*ir*l, m*yr*rh.
ɑi	ī, ȳ	as in *ai*sle, p*i*ne, s*i*gn, l*igh*t, t*y*pe, h*ei*ght.
ɑu	ou, ow	as in s*au*erkr*au*t, *ou*t, n*ow*.
iu	ū	as in d*u*ration, f*u*tility.
iū	ū	as in f*eu*d, t*u*be, p*u*pil, b*eau*ty.
ɐi	ŏi, ŏy	as in *oi*l, c*oi*n, b*oy*, *oy*ster, l*oy*al.
k	k, ɕ	as in *k*in, ca*t*, ba*ck*, a*ch*e, pi*que*, *qu*it.
g	ḡ	as in *g*o, do*g*, e*gg*, *gh*ost, *gu*ard.
ŋ	n̄, ng	as in si*ng*, lo*ng*, ri*ng*ing, li*nk*.
th	th	as in *th*in, ba*th*, fai*th*, e*th*er, Lu*th*er.
th	th	as in *th*is, wi*th*, brea*th*e, ra*th*er, ei*th*er.
s	s, ç	as in *s*o, house, thi*s*, mi*ss*ing, *c*ent, *sc*ene, *ps*ychology.

KEY 1	KEY 2	ILLUSTRATIVE WORDS
z	z, ẓ	as in *z*est, la*z*y, bu*zz*, wa*s*, house*s*.
ch	ch	as in *ch*in, ri*ch*, *ch*urch, wa*tch*.
j	j, ġ	as in *j*et, *g*in, *g*ist, *j*udge, pi*g*eon.
sh	sh, ç̣h	as in *sh*ip, di*sh*, issue, na*t*ion, o*c*ean, func*t*ion, ma*ch*ine.
ʒ	zh	as in a*z*ure, sei*z*ure, lei*s*ure, vi*s*ion.
ɑ	ȧ	as in *a*sk, ch*a*nt, d*a*nce, f*a*st.
ə=⌣*a,e,o,u		as in sof*a*, final, *a*bout, over, separate, myst*e*ry, gutt*u*ral, mart*y*rdom (always unstressed).
ı=⌣†a,e,i,y		as in hab*i*t, sen*a*te, surf*ei*t, biscu*i*t, min'*u*te, menace, av*e*rage, privil*e*ge, vall*e*y, Sun*da*y, cit*ie*s, r*e*new (always unstressed).

* Used in first edition, as in ạccord, momẹnt, atọm.

† Used in first edition, as in addẹd, rẹnew.

For pronouncing the foreign words appearing in Funk & Wagnall's New Standard Dictionary, the following additional symbols are used in each key:

H as in lo*ch* (Scotch), a*ch*, mi*ch* (German). n̈ as in bo*n* (French). ü as in Lübeck (German), Dumas (French).

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B: COMPARATIVE TABLE

of the Characteristic Arrangement of Material in the Last Editions of the Three Leading Dictionaries.

Items	Standard	Webster	Century
1. Characters in standard fiction; mythology; art; etc.:	Order	Upper or lower	Vol. XI.
2. Titles of prominent books:	Few	Few	Many, Vol. XI.
3. Dates:	Under event and Sp. ed., day by day	Under event and sp. ed.. Index	Under event and back of Vol. XI.
4. Abbreviations:	Order & word "Abbreviation"	Upper or lower	Order
5. Quotations in connection with words:	Author and work exact	Only author	Author and work
6. Reformed spelling:	Order and under current	Lower; as reformed	Supplement; as reformed
7. Geography:	Order	Back; gazetteer	Vol. XI.
8. Population:	Back	Back; gazetteer	Vol. XI. and Atlas
9. Table of disputed pronunciation:	Back	Front	
10. Flags:	Word "flag"	Front	Word "flag"
11. State seals:	Word "seal"	Front	Word "seal"
12. Biography:	Order	Back	Vol. XI.
13. Foreign phrases:	Order or back	Upper or lower	Order, when given
14. Illustrations; Plates; Tables:	Order	Order; front back	Order
15. Signs and signals:	Word "signal"	Front	
16. National coats of arms:	Word "coat"	Front	
17. Synonyms:	Last; sub-alphabetical	Last	Last
18. Antonyms:	After "Syn"	None	None
19. Arrangement of material:	One alphabetical order	Divided page and appendix	12 vols., each with supplement
20. Derivation: (Etymology)	After last definition	First	First
21. First order of meaning:	Common	Historical	Historical
22. Prefixes and suffixes:	Order	Order	Order
23. Diacritical marking:	Two Keys: top of page	Bottom of page	Front of each vol.

24. a. Encyclopædic information; that is, information other than the meaning and derivation of words, is arranged in sub-alphabetical order after the last numbered definition of the word itself, if not in regular order.

b. Phrases in common use are entered after all other information regarding the main word of the phrase.

c. Much valuable miscellaneous information can be found in recent dictionaries.

25. Earlier editions of the Standard and of the Webster dictionaries gave only words in the vocabulary in the body of the dictionary, entering miscellaneous information such as abbreviations, foreign phrases, fictitious names, biography, geography, etc., in separate vocabularies at the back.

26. Modern dictionaries give valuable grammatical notes under important words such as shall, can, differ, etc.

PROBLEMS ON THE USE OF THE LAST EDITIONS OF THREE LEADING DICTIONARIES.

Numbers following the problems refer to the Comparative Table.

1. a. The motto of the state of Colorado, on the seal, should be looked for where in the different dictionaries? 11.

b. The meaning of the motto should be looked for where? 13 and 25.

2. From what classical author the motto of the Detroit Board of Education, "Sic itur ad astra," is taken and what it means, should be looked for where? 13 and 25.

3. The area of Texas, for example, should be looked for where? 7 and 25.

4. A table of authorities for the disputed pronunciation, e. g. "tomato," should be looked for where? 9. If the pronunciation of a word is disputed, the Standard dictionary calls attention to the fact by inserting the Roman number XIII; the Webster by inserting 277. These numbers call attention to the Table of disputed pronunciations.

5. The date of the granting of the Magna Charta should be looked for where? 3.

6. The reformed spelling for "tongue" could be found by using which dictionary? 6.

7. The meaning of the phrases, "putting heads together," "haul over the coals," "according to Hoyle," should be looked for where? 24: b.

8. The length of the Amazon river should be looked for where? 7 and 25.

9. The author of the "Origin of Species," an important scientific work of the middle of the nineteenth century, should be looked for where? 2.

10. The dates of the life of Milton should be looked for where? 12 and 25.

11. The weather signal for a storm should be looked for where? 15.

12. The population of Denver should be looked for where? 8.

13. Characters in standard fiction, "Viola," for example, should be looked for where? 1 and 25.

14. The names of the Three Fates should be looked for where? (Try Fates and Three separately.) 1.

15. The meaning of the abbreviation f. o. b. should be looked for where? 4 and 25.

16. Which dictionary introduces a new system of respelling for pronunciation? 23.

17. The national coat of arms of Italy, for example, should be looked for where? 16.

18. The flag of Siam should be looked for where? 10.

19. Which dictionary gives the common meaning of a word first? Which the historical meaning? 21.

Consult the words "barbarian, n." and "gentle, a." in both the Webster and the Standard dictionary and notice that the order of definitions in each dictionary is the reverse of the other.

20. Under what plan of sub-alphabetizing are large topics entered in recent dictionaries? 24: a.

21. a. Words opposed in meaning, antonyms, should be looked for in which dictionary? 18.

b. Are synonyms given by each of the three dictionaries, and where are they entered? 17. Which one enters synonyms in sub-alphabetical order?

22. Which dictionary gives only author for quotations cited, and which is most exact in giving work, page, edition, etc.? 5.

23. How can the correct use of an important word, e. g. "shall," be determined? 26.

24. How can the significance of prefixes and suffices be found, such as "im," "un," "anti," "ous," "ing," "al?" 22.

25. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available dictionary and form one or two individual reference problems.

C: GROWTH OF DICTIONARIES.

The following dictionaries should be recognized, at least by name, as being important in the history of the growth of dictionaries, although the list contains but a few of more than 150 in all. See, for interesting accounts of the growth of dictionaries, Tucker: Our Common Speech; Vizetelly: Essentials of English Speech (chapters on Dictionaries), and Murray: Evolution of English Lexicography. See also in preface to Worcester's dictionary.

1604 Robert Cawdrey, practically the first English dictionary.

1616 John Bulloker. 1623 Henry Cockeram. 1656 Thomas Blount. 1658, Phillips.

1721 Nathan Bailey: The first dictionary to introduce common words with derivation; earlier dictionaries gave only hard words. Passed through many editions. The most important of the early dictionaries.

1753 John Wesley. A leader of the Methodist denomination.

1755 Samuel Johnson: Dictionary of the English Language, 2 vols. An exceedingly important work in the development of dictionaries. Introduced quotations.

1791 Walker: Critical pronouncing dictionary; for many years an authority on pronunciation.

1806-1913 Over one hundred years of various editions of the Webster dictionaries.

- 1806 Small volume; 1807, another form.
- 1828 Two volumes, Unabridged; 1840, another edition.
- 1847 One volume, Unabridged; 1859, another edition.
- 1864 A distinct revision of the unabridged, one volume; 1879, another edition; 1884, another edition.
- 1890 International; 1900, another edition.
- 1909 New international, divided page edition; 1913, another edition.

1836 Richardson; emphasized quotations as a means of defining words, and minimized definitions; strong in etymology.

1850 Ogilvie: Imperial dictionary. In its latest form, 1882, issued in 4 volumes. Served as a basis for the Century.

1871 Stormouth, without engravings or quotations. Excellent.

1860 Worcester: Universal and critical dictionary. For many years considered on a par with Webster; previous editions in 1827, 1830, 1835, 1846, 1855.

1879-88 Encyclopædic: Hunter dictionary, 7 volumes.

1893-1913 Funk and Wagnalls: Standard Dictionary of the English language, in 1893. New Standard Dictionary of the English language, in 1913.

1897 Century dictionary, cyclopedia, and atlas. 10 vols. 1913, revised edition in 12 volumes.

1884 First volume issued of the great Murray: New English dictionary. (Oxford dictionary.) In ten large volumes, each one nearly as large as a Webster dictionary.

How quaint and amusing the following, from title pages of old dictionaries, in the early English spelling, seem to us now. (More fully described in Tucker: Our common speech.)

The following is from the preface of the Cawdrey dictionary, of 1604:

"A Table Alphabeticall, conteyning and teaching the true writing, and understanding of hard usual English wordes, borrowed from the Hebrew, Greeke, Latine, or French, &c., with the interpretation thereof by plaine English words, gathered for the benefit & helpe of ladies, gentlewomen, or any other unskilfull persons, whereby they may the more easilie and better understand many hard English wordes, which they shall heare or read in scriptures, sermons, or elsewhere, and also be able to use the same aptly themselves. * * * If thou be desirous (gentle reader) rightly and readilly to understand, and profit by this table, and such like, then thou must learn the alphabet, to wit, the order of the letters as they stand, perfectly without book, and where every letter standeth: as (b) neere the beginning, (n) about the middest, and (t) toward the end."

The preface of the Blount dictionary of 1656 announces that it was prepared

"For the more-knowing women, and the less-knowing men; or indeed for all such of the unlearned, who can but find in an alphabet the word they understand not."

John Wesley, in 1753, felt justified in stating that

"The author assures you, he thinks this is the best English dictionary in the world."

The following is the famous, amusing, bungling, and practically meaningless definition of "network" as given by Dr. Samuel Johnson in his wonderful dictionary of 1755: "Anything reticulated or decussated, at equal distances, with interstices between the interesctions."

The careful explanation of what an alphabetical order of words is, reveals the fact that this was a new plan at that time. A dic-

tionary published in 1554 (Withals) collected words under class headings. Words related to the water, for example, such as fish, sea, ships, were classed together. Days of the week, seasons of the year, words related to the sky, and other classes, were similarly entered.

The Cockeram dictionary was the first to introduce anything like allusions. Part three is announced as treating of "Gods and Goddesses, Men and Women, Boyes and Maides, Giants and Diuels, Birds and Beasts, Monsters and Serpents, Wells and Riuers, Herbes, Stones, Trees, Dogges, Fishes, and the like." Murray: English lexicography, page 29.

The Murray dictionary, a specimen page of which follows, is the most exhaustive language dictionary that has ever been compiled for any language. The sample is taken from the upper half of the page giving the word "stand." In the complete dictionary there are fifteen full size pages, thirty times the amount represented by the sample, devoted to the different meanings and phases of this one word "stand." The number of definitions under its different meanings would exceed one hundred.

Notice that each separate meaning of the word is treated in strict historical order. The date of its earliest available recorded use is given first, followed by subsequent uses with dates, each use illustrated by a quotation most carefully cited, and given in the spellings of the original. Such a collection of quotations shows clearly how the spelling of certain words has differed in different centuries and that "spelling reform" has not been confined to our own time. Consult the first quotation on the page under date of 1500, taken from the "Gest of Robyn Hode," and indicate how each of the following words was spelled at that time: stead; stand; great; need; have.

Notice that "have" is spelled with a "u" instead of a "v." The introduction of the letter "v" is of later date. The history of each letter in the alphabet is given in most dictionaries as the first entry under the letter. "J," "I," "W" each has an interesting history. At the top of the second colume, date 1625, is "have" spelled with "u"? Under number 53, date 1610, how is "love" spelled? In the third column, near the top, date 1688, how is "have" spelled? In what part of what century, therefore, did the change probably take place?

Specimen Entry From MURRAY: NEW ENGLISH DICTIONARY, Sometimes Called the Oxford Dictionary.

a 1500 *Gest of Robyn Hode* lxxxi. in Child *Ballads* III. 60 In a yeman's stede he may the stande, If thou greate nede haue. 1530 PALSGR. 733/2 Syns my lorde can nat be here him selfe to day, who shall stande in his stede. 1583 MELBANCKE *Philotimus* F iv b, Their banquet was ready..and Parmenio & Antigone stoode in steade of sewer and seruitours. 1612 *Benvenuto's Passenger* II. i. 395 Will stands instead of power, where wee cannot performe. 1847 C. BRONTE *J. Eyre* ii, To stand in the stead of a parent to a strange child she could not love. 1849 *Tait's Mag.* XVI. 58/1 Chemistry does not stand a man instead of dinner. 1870 DICKENS *E. Drood* xvii, I have undergone some mental distress..which has stood me in the stead of illness. 1882 STEVENSON *Fam. Stud.* 283 The rigidity of intricate metrical forms stood him in lieu of precise thought. 1893 *Temple Bar* XCIX. 68 A down-drawing of the corners of her mouth that stood her instead of a smile.

50. To let...stand. **a.** *lit.* To leave (a person or thing) undisturbed in an erect position. **b.** *fig.* To leave for the time without notice or discussion; to leave in abeyance, let alone.

For other literal examples, see 29, 32, 32 b.

c 1205 LAY. 27159 An his riht honde he lette Lengres stonde. 1297 R. GLOUC. 1276 Þe king þe wule londone bisegede uaste ..Ac þo he hurde þat þe romeins icome were to þis londe, To hom he wende hasteliche & let londone stonde. *a* 1300 *Cursor M.* 19601 Lat we nu þe prechurs stand, For to spek of a warraiand. *a* 1300 *Harrow. Hell* 136 Ich lete hem [the gates of Hell] stonden and renne away. 1377 LANGL. *P. Pl.* B. xx. 101 Deth cam dryuende after and al to doust passhed ..Lered ne lewed, he let no man stonde. *c* 1400 *Beryn* 157 Pese, quod the hoost of Southwork, let stond þe wyndow glasid. 1535 COVERDALE 1 *Sam.* xxiii. 13 Whan it was tolde Saul that Dauid was escaped from Cegila, he let his iourney stonde. *a* 1810 TANNAHILL *Poems* (1846) 25 She has my vows, but aye I let her stan', In hopes to win that bonnie lassie's han'. 1888 *Times* (weekly ed.) 22 June 13/3 To ask the Court to let the case stand. 1889 CONAN DOYLE *Micah Clarke* xi. 97 For my own claim, I let it stand for some time. 1898 H. NEWBOLT *He fell among Thieves* ii, Let the reckoning stand till day.

†51. The pres. ppie. **standing**, placed before a sb. with which it agrees, or before a clause, has been used in certain 'absolute' constructions (cf. *during*, *pending*). **a.** = While (so-and-so) subsists, is retained, remains what it was. *Obs.*

c 1380 WYCLIF *Sel. Wks.* III. 115 He [Christ] becom man, stondynge his godhed, þat he myȝt not lese. *c* 1400 *Pilgr. Sowle* (Caxton) I. xiii. (1859) 9 Yet ouer this will I [Satan] preue by reson, that standing this filthe and dishoneste of synne with whiche he is entachyd, this lauure rather causeth hym to be juged to oure company. *c* 1449 PECOCK *Repr.* v. xiii. 554 Not eny yuel, which mai not eesili be remedied, stonding al the good which bifore is rehercid to come bi the same bildingis. 1526 *Pilgr. Perf.* (W. de W. 1531) 205 b, For otherwyse (standynge the ordynate iustyce of god) he 1605 SHAKS. *Lear* III. vii. 54, I am tyed to' th' Stake, And I must stand the Course. 1625 MASSINGER *New Way* IV. i, I, that haue liu'd a Souldier, And stood the enemies violent charge vndaunted. *a* 1630 J. TAYLOR (Water P.) *Dog of War* B 2 b, He durst t'haue stood sterne Aiax frowne. 1670 DRYDEN *2nd Pt. Conq. Granada* III. i, The shock of such a curse I dare not stand. 1712 TICKELL *Spect.* No. 410 ₱ 4 My good Friend could not well stand the Raillery which was rising upon him. 1748 *Anson's Voy.* II. xiv. 286 Supposing that the troops..should..resolve to stand a general assault. 1803 *Pic Nic* No. 9 (1806) II. 87 Cecilia had stood a siege more than half as long as that of Troy. 1823 BYRON *Age of Bronze* xi, What is the simple standing of a shot, To listening long, and interrupting not? 1837 CARLYLE *Fr. Rev.* II. VI. i, He busy meanwhile training a few thousands to stand fire and be soldiers. 1890 *Illustr. Lond. News* 13 Sept. 331/1 These virgin walls have stood unmoved a hundred assaults. 1891 *Murray's Mag.* Sept. 382 She was ready to stand fire rather than retreat.

†c. To be exposed to (stress of weather, or the like). *Obs.*

1583 STUBBES *Anat. Abus.* II. 41 If the poore come to their houses, their gates be shut against them, where they standing frost and snow, haile, wind or raine whatsoeuer, are forced to tary two houres. 1607 SHAKS. *Cor.* v. iii. 74 Like a great Sea-marke standing euery flaw. 1726 LEONI *Alberti's Archit.* I. 45 *a*, Those parts..which stand all the changes of Weather..very soon decay.

53. To endure, undergo, be submitted to (a trial, test, ordeal, or the like). Usually (cf. sense 54), to come through or sustain successfully, (be able) to bear (a test, etc.). Said also of things.

1606 SHAKS. *Ant. & Cl.* I. iii. 74 And giue true euidence to his Loue, which stands An honourable Triall. 1610 — *Temp.* IV. i. 7 All thy vexations Were but my trials of thy loue, and thou Hast strangely stood the test. 1712 ADDISON *Spect.* No. 409 ₱ 4 The celebrated Works of Antiquity, which have stood the Test of so many different Ages and Countries. 1742 BLAIR *Grave* 666 Pure as Silver from the Crucible, That twice has stood the Torture of the Fire And Inquisition of the Forge. 1814 MRS. J. WEST *Alicia de Lacy* IV. 217 'Of what shall we hereafter stand question', said the Earl of Hereford. 1822 LAMB *Elia* Ser. I. *Artif. Comedy* (init.), The business of their dramatic characters will not stand the moral test. 1825 *New Monthly Mag.* XV. 201 He has stood the ordeal of a London audience. 1890 *Blackw. Mag.* CXLVIII. 749/1 It would not be easy to get up a grievance which would stand a rigid examination.

b. spec. *To stand one's trial*: to be tried by a court for an offence. Also *slang*, in the same sense, *to stand the patter*. *To stand suit*: to allow oneself to be sued.

1667 PEPYS *Diary* 27 Aug., Desiring that he may stand his trial in Parliament, if they will accuse him of any thing. 1685 P. HENRY *Diaries & Lett.* (1882) 344 Hee..sayes, hee wil stand suit, which if he doe, I know who wil get the

56. *To stand one's ground*: to maintain one's position against attack or opposition. Also *fig.*

1621 T. WILLIAMSON tr. *Goulart's Wise Vieillard* 99 Thou ..wilt not from thy coullers flie, But stand thy ground couragiously. 1688 *Lett. conc. Pres. State Italy* 116 He could not have stood his ground in the Dispute. 1785 JEFFERSON *Corr.* Wks. 1859 I. 379, I have now no further fears of that Arret's standing its ground. 1804 NICHOLL in Owen *Wellesley Despatches* (1877) 530, I directed the picquets to stand their ground. 1849 MACAULAY *Hist. Eng.* vi. II. 115 He could not stand his ground against competitors who were willing to pay such a price for the favour of the court. 1891 *Strand Mag.* Jan. 77/1 The donkey..bravely stood his ground.

57. *To stand a chance* (also *a good, poor, small,* etc. *chance*; *some, little, no chance*): to be likely to meet with some (specified or implied) piece of fortune, some danger, some good or ill luck. Const. *of* (something, doing something), *for*.

1725 *New Cant. Dict.* s.v. *Lay*, He stands a queer Lay; He stands an odd Chance, or is in great Danger. 1736 LEDIARD *Life of Marlborough* I. 319 The Duke stood a very ticklish Chance. 1803 *Pic Nic* No. 13 (1806) II. 211 They stood a fair chance of going to hell. 1845 M. PATTISON *Ess.* (1889) I. 18 Under such circumstances an obnoxious criminal stood..small chance of justice. 1848 *Jrnl. R. Agric. Soc.* IX. II. 281 He would have stood a fair chance for a prize. 1861 *Temple Bar* II. 539 Grey will stand no chance. 1889 F. C. PHILIPS *Ainslie's Courtship* I. vii. 100 He would stand no chance over the snow against your snow-shoes.

58. To endure (a physical trial, hardship, etc.) without hurt or damage, without succumbing or giving way: **a.** of persons and animals.

1839 T. MITCHELL *Frogs of Aristoph.* 73 *note*, A trumpet,.. by which horses are proved, as to whether they will stand noises. 1853 LYTTON *My Novel* I. ix, 'But this climate—she could never stand it', said Riccabocca. 1887 *J. Coleman's Cattle* etc. *Gt. Brit.* 349 The Shropshire is a hardy sheep,.. standing moisture better than severe cold. 1891 *Chamb. Jrnl.* 19 Sept. 608/1 Drivers have to stand all weathers. 1903 SIR M. G. GERARD *Leaves fr. Diaries* ii. 47 The great heat renders the tiger comparatively helpless—as he cannot stand the sun.

b. of things.

1756 C. LUCAS *Ess. Waters* I. 56 Common glass stands the utmost degree of fire without waste. 1777 [W. MARSHALL] *Minutes Agric.* 28 Apr., The green-cole and brown-cole stood the winter very well. 1864 *Jrnl. R. Agric. Soc.* XXV. II. 360 Turnips will stand almost any amount of frost. 1875 F. J. BIRD *Dyer's Hand-bk.* 45 Very fine shades of blue that will stand soaping. 1890 *Temple Bar* July 420 These dyes will not stand water.

fig. 1885 *Manch. Exam.* 13 July 5/3 These luxuriant growths of Liberal aspirations will stand pruning. 1885 *Law Times Rep.* LIII. 480/2 To avoid..the consequences of having sent in a bill which would not stand taxation.

Under number 50, date 1205, give the spelling for each of the following: right; hand; let; stand. Name the other dates under number 50. Under number 53 the first quotation, date 1606, is taken from what author? From which act, scene, and line of his Antony and Cleopatra? Under 1610 a quotation is given from which act, scene, line of his Tempest? Under 1712 a quotation is given from which number and which paragraph of Addison's Spectator? Notice how differently words were capitalized at that date. Number 51 is preceded y a dagger which indicates that it is now obsolete. What is the difference in the meaning of "stand" under 58b and 58a? Which use is the older?

PROBLEMS ON THE GROWTH OF DICTIONARIES.

1. When, and by whom, was practically the first English dictionary prepared?

2. What Methodist leader prepared a dictionary, and when?

3. Which of the early dictionaries first included common words?

4. What early dictionary, in two volumes, has been of importance in the development of dictionaries, and when was it issued?

5. What dictionary most emphasized the use of quotations in defining words? When?

6. When was the first edition of Webster's Unabridged dictionary issued?

7. Under what different titles have complete editions of Webster's dictionaries been issued, and at what date for each?

8. How many editions has the Standard dictionary passed through? Give dates.

9. What is the most exhaustive dictionary ever compiled for any language, and at what date was the first volume issued?

10. Are quotations cited with exact accuracy in the Murray dictionary?

11. What early dictionary has long been considered an authority on pronunciation?

12. What important modern dictionary, with atlas, has been issued in 12 volumes?

13. About what date was the arrangement of words in alphabetical order for a dictionary a novel idea?

14. Name as many as possible of the different dictionaries of the English language that have been produced, regardless of the date.

GROUP 3:
A. ENCYCLOPÆDIAS.
B. ENCYCLOPÆDIAS AND DICTIONARIES OF SPECIAL SUBJECTS.

A: ENCYCLOPÆDIAS.

1. Though all general encyclopædias have the one purpose of imparting some information on almost any topic, and of arranging the material in one alphabetical order like a large dictionary in several volumes, yet we should realize that each encyclopædia has its individual scope, just as schools and teachers have one large aim, but different ways of accomplishing it. To know the methods of dividing large subjects, the plan of crossing from one reference to another, "cross references," the probability of a long or a concise or of a scientific or popular treatment of the subject, the effect of the date of the article, the class of subjects included or excluded in different encyclopædias, is essential for good reference work. An English encyclopædia, of course, would be likely to give fuller and better articles for subjects pertaining to England than for those pertaining to America. An article on Cincinnati, for example, would doubtless be more satisfactory in the New international encyclopædia or in the Americana than it would be in the Britannica. London would be given in greater detail in the Britannica.

2. Below is given an illustration of the letters as they appear on the backs of the first few volumes of the second edition of the New international encyclopædia.

Vol. I.	Vol. II.	Vol. III.	Vol. IV.	Vol. V.	Vol. VI.	Vol. VII.
A	Achai	Beed	Buck	Chaucer	Cory	Domi
Archae	Beec	Buch	Chat	Corv	Dome	Euth

Notice that it requires a little thought to see in just which volume the desired subject is entered. Buffalo, for example, would be in which volume?

3. Under "Buffalo," items with "Buffalo" as part of the name, are given:

Buffalo, (the animal)	Buffalo, bird	Buffalo, grass
Buffalo, (the city)	Buffalo, fish	Buffalo, moth
Buffalo, berry	Buffalo, gnat	Buffalo, nut
Buffalo Bill		

4. Under Buffalo Bill we read, "see Cody, Wm. F." This is a "cross reference" because it is necessary to cross over to the pages under "Cody," to find the information. Cody was Buffalo Bill's real name, and reference books usually prefer to give information about a person under the real name rather than under an assumed name.

Under Buffalo bird, at the end of the article, we read "(1) An oxpecker, q. v." This is another kind of "cross reference." The abbreviation, "q. v.," coming from the Latin "quod vide," means "which see." Therefore, see under "oxpecker," in the encyclopædia, for more information about "Buffalo bird."

5. Under Buffalo, the city, and this is true for large cities in general, the article is quite extensively subdivided, as follows:

a. Description
b. Institutions
c. Commerce and Industry.
d. Government
e. History
f. Map of City.

6. Articles under countries, like those under cities, are subdivided, some more extensively than others. The following general heads are the main ones usually given under countries, in most encyclopædias:

a. Topography
b. Climate
c. Map
d. Flora (trees, flowers, etc.)
e. Fauna (animals)
f. Agriculture
g. Manufactures
h. Transportation
i. Commerce
j. Banks
k. Government
l. Education
m. Population
n. Religion
o. Army and Navy
p. Colonies.
q. History
r. Bibliography (lists of good books sometimes headed "Authorities" or "References.")

Most other large subjects, such as "Drama," for example, are also divided into many sub-topics. It is advisable to glance at the sub-topic headings before reading the entire article, thus quickly locating the particular information desired.

7. The Encyclopædia Britannica has prepared a very exhaustive index which should be used when all the information which the encyclopædia gives on any one subject is desired. This index is a kind of alphabetical arrangement of "cross references."

Specimen entry under "Architecture" from the Index to the 11th Edition of the Encyclopædia Britannica.

ARCHITECTURE 2-369d; 4-762b; 10-363c; Abyssinian 12-232a; Coptic 2-391b; Central American (ancient) 5-677d; design 8-95d; development in England 9-521b; domestic: see House; English 19th-century ideals 2-436b; Gothic revival, English and French 2-432a; Greek revival (19th cent.) 2-427b; Hittite remains 13-537a; Mexican aboriginal buildings 5-441b; modern 2-427a; Parthian 2-380d; Pompeian buildings 22-55a; Renaissance 2-408a; Roman 25-591d; societies 25-316d; Syrian 2-389b; 26-309a; terracotta 26-657d; Vitruvius' influence 28-150d. See also under ancient civilizations and leading modern countries.

In the specimen entry under "Architecture," notice that the first reference is to volume 2 page 369d, which is the main article on "Architecture." The letter following the page indicates parts of a column; "a" the upper and "b" the lower part of the first column; "c" the upper and "d" the lower part of the second column. Information regarding architecture can also be found under many other articles in the encyclopædia, such as "Design," "House," names of different countries, etc. The purpose of the index is to reveal all articles which give important information on any subject and to guide to the exact pages on which it may be found. The preparation of such an index has meant an enormous amount of work at heavy expense; its great value and its usefulness are too little appreciated. One can often find, by means of this index,

some very obscure point which would otherwise be hopelessly buried in scattered volumes of the set. The second reference in the specimen entry is to volume 4, page 762b. This information comes under the article "Building." Again, in volume 10, page 363c, information on architecture will be found under "Fine Arts." Notice from this specimen entry that the topics are listed in the index in alphabetical order. What volume, what page, what part of the page would give information on "Hittite remains?"

8. Both the New interntaional and the eleventh edition of the Britannica encyclopædias give a separate guide to related articles on different subjects. For example, when information is desired on a subject, such as chemistry, philosophy, law, etc., prominent leaders and related topics too remote to appear in an index or a cross-reference, should be considered. Information given about them, however, would be under the name of the person or the topic rather than under the subject, and one might not know these names.

a: In the New international encyclopædia a guide is given in a separate volume, entitled, "Courses of reading and study."

b: In the Britannica, a guide is given at the end of the index, as a "Classified list of articles."

9. Encyclopædias do not usually include foreign or common phrases; these should be looked for in dictionaries.

10. Most encyclopædias list common abbreviations under the word, "Abbreviations."

11. The value of an article in an encyclopædia is determined largely by its author, particularly if the subject should require the knowledge of a specialist. If an article is written by a specialist it is usually signed by the name or the initials of the author, at the end of the article, or indicated in the contents of the volume.

A place on any map in the Britannica can be found by using its index, as any other atlas index would be used. Consult the following specimen entry under "Detroit." The references for cities come first and are sub-arranged in alphabetical order by states. The first reference is to Detroit in Alabama, which could be located on the map in volume 1, page 460, square A-1. In which volume, page and square could Detroit, Minn., be found? Detroit, Texas? How many places by the name of Detroit are entered? Give the volume, page, part of page for each reference under Detroit, Mich., and indicate in which volume, which page and which square it could be located on a map. Same for Detroit river.

**Specimen entry, under Detroit,
from the index to
11th edition of the Encyclopædia Britannica.**

Detroit, Ala. 1-460 (A1).
" , Ill. 14-304 (B4).
" , Kan. 15-654 (E2).
" , Me. 17-434 (C4).
" , Mich. 8-113d; 18-372 (G2); 1-848b; 27-403c.
" , Minn. 18-550 (B4).
" , Oreg. 20-242 (C-D3).
" , Tex. 26-690 (M2).
" , Wash. 28-354 (C2).
" , isl., Wis. 28-740 (F3).
" , riv., U. S. and Can. 20-114,(A3); 8-114a; 27-646a.
" , Harbor, Wis. 28-740 (F3).

ENCYCLOPÆDIAS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make a strong effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Standard Encyclopædias:

   a: Encyclopædia Britannica. 11th edition, 29 vols.
      1. Long scholarly articles.
      2. Articles signed by initials; key at the front.
      3. Exhaustive index; guiding to much information not given in alphabetical order; bibliography.
      4. Year-book published to keep it up-to-date, 1913.
      5. Characters in fiction not given; titles of prominent works sometimes traced through index.
      6. All places on maps indexed in general index.

   b: New International Encyclopædia. 22 vols.
      1. Comprehensive treatment of subjects.
      2. For authors of articles, see contents.
      3. No index; entries made in alphabetical order; cross-references; bibliography.
      4. Year-book published to keep it up-to-date.
      5. Enters prominent fictitious characters, titles of books, etc., in alphabetical order.

c. Americana Encyclopædia. 20 vols.

1. Comprehensive treatment of subjects.
2. Many articles signed at end of article.
3. No index; entries made in alphabetical order; cross-references; bibliography.
4. No year-book.
5. Enters prominent fictitious characters, titles of books, etc., in alphabetical order.

d. Nelson's Loose-leaf Encyclopædia. 10 vols.

1. Comprehensive treatment of subjects.
2. Articles not signed.
3. No index; entries made in alphabetical order; cross-references; bibliography.
4. Year-book not needed as articles are kept up-to-date, or revised, by means of loose leaves which are sent by the publisher every six months to be locked in the main volumes in alphabetical order.
5. Fiction not entered.

2. Inexpensive Encyclopædias:

a. Everyman Encyclopædia. 12 volumes. N. Y. Dutton. 35 cts. per vol.

An excellent small encyclopædia, published to meet the need of an inexpensive reference book. Does not pretend to displace the fuller encyclopædias.

b. New Student's Reference Work, 5 vols. Chicago, Compton Co., $21.75.

A good work written in simple language to meet the needs of young pupils from the grammar grades through the high school.

c: Century Cyclopedia of Proper Names. N. Y. Century Co., $8.00.

An excellent one volume reference book on proper names, volume XI. of the Century dictionary.

d: Appleton's New Practical Cyclopedia. 6 vols. N. Y. Appleton, $18.00.

Articles brief; good indexes.

c. The last edition of a Webster or of a Standard dictionary constitutes practically a brief, inexpensive encyclopædia, and gives, in addition, the definition and the derivation of each word in the English language, together with much other information not given in encyclopædias proper.

3. Old Encyclopædias:

Still good for articles concerning which no recent information has been developed.

a. Chambers encyclopædia: 10 vols.

b. Johnson's universal encyclopædia: 8 vols.

c. American encyclopædia: 16 vols.
Year-books for period of civil war are of especial value.

4. Foreign Encyclopædias:

a: French:

1. Larousse: 17 vols.

2. Lagrande encyclopædie: 31 vols.

b. German:

1. Meyers Grosses Konversations—Lexikon: 20 vols.

2. Brockhaus Konversations—Lexikon: 17 vols.

c. Other Languages:
Spanish, 25 vols.; Norwegian, 18 vols.; Italian, 25 vols.; the largest encyclopædia is in Chinese.

PROBLEMS ON THE USE OF ENCYCLOPÆDIAS.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to paragraphs, or to books listed, to serve as a guide, if material is not familiar.

1. What is a "cross-reference"? Par. 4.
2. What does "p. v." mean? Par. 4.
3. What does "bibliography" mean and where in the article does it come? Par. 6:r.
4. Name three sub-divisions for most articles under countries, and three for cities. Par. 5 and 6.
5. What does the Britannica use to reveal cross-references that the other encyclopædias do not use? Par. 7.

6. Name a good inexpensive encyclopædia. No. 2. a-e.

7. How could the author of "Aurora Leigh" be found in the Britannica encyclopædia? 1: a, 5. How could it be found in the New international or in the Americana? 1: b, 5. 1: c, 5. Might it be found in a dictionary? (Review question.)

8. Could a phrase in a foreign language be found in both a dictionary and an encyclopædia? For example, the meaning of the phrase, "Esprit de corps." Par. 9.

9. Titles of good books on certain subjects (e. g. "Rugs"), could be found how? Par. 6:r.

10. What two encyclopædias publish a summary of events for the year, and under what title? (No. 1: a, 4 and b, 4.) What encyclopædia uses a loose-leaf system for this purpose? No. 1:d:4.

11. Could the area of Wisconsin be found in both an encyclopædia and a dictionary?

12. A "signed article" in an encyclopædia reveals the fact that it was written by an authority on the subject. How do the different encyclopædias show this? Par. 11, and No. 1; a, 2; b, 2. c, 2. d, 2.

13. Name a good encyclopædia written for young people No. 2:b.

14. Under what word would common abbreviations be found in encyclopædias? Par. 10.

15. Would important characters in prominent literature. (e. g., "Desdamona" in Shakespeare), be entered in alphabetical order in the New international encyclopædia? In the Britannica? In the Americana? In the dictionaries? 1: a, 5. 1: b, 5. 1: c, 5.

16. Is the history of a country given among the first or the last sub-divisions of an article in most encyclopædias? Par. 6:q.

17. Under which sub-division would the animals native to a country be given? Par. 6:e.
Under which division would the trees and vegetation be given? Par. 6:d.
Under which, education? Par. 6:e.
Does the government of Chili, for example, provide free instruction?

18. If the New international year book is available, consult it:
    a: Under "Gifts and bequests," and name the first gift mentioned and also the last. In what order is the list arranged?
    b: Under any state (e. g., Montana), name the 1. Governor; 2, Chief Justice; 3, Primary school enrollment.
    c: Under any large subject, (e. g., music), and name two or three important items mentioned.
19. If the Britannica year book is available, consult it:
    a: Under literature, and mention four or five of the leading divisions of the article. Are any of the divisions signed? (Consult contents.)
    b: Under any important commodity, coal or cotton, for example, and tell how the information is classified. (Consult index.)
    c: Under United States, and notice to what extent information regarding the separate states is mentioned. (Consult index.)
    d: Under any country, Persia, for example, and notice the sub-divisions of the article. Is the ruler given?
20. Who wrote the article on "Lace" in the Britannica? In the New international? in the Americana?
21. Which encyclopædia indexes all places on maps included, and where?
22. A list of prominent musicians, and related topics could be found how in the Britannica? How in the New international? Par. 8:a and b.
23. Consult the article "drama" or "architecture" in one of the large encyclopædias and give the first and last subheadings, reading the other headings in passing.
24. Consult the article under Diderot, Denis, in some good encyclopædia, and tell why his name is prominent in the history of encyclopædias.
25. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

B: ENCYCLOPÆDIAS AND DICTIONARIES OF SPECIAL SUBJECTS.

The arrangement of reference material in encyclopædic form for ready use has developed marvelously during recent years. One general encyclopædia is no longer sufficient, even for a small library, but it is practically a necessity for a library to contain special encyclopædias or dictionaries on important subjects. The range of such reference books is almost limitless, and one's acquaintance with them will depend largely upon individual needs. Such subjects as the following, and many others also, aside from those mentioned in detail, below, have important encyclopædias: Chemistry; Agriculture; Law, many phases; History, general, and different nations; Biography, general, and many phases; Music; Mathematics; Horticulture; Painters and Painting; Accounting; Political Economy; Engineering; Fire Prevention and Insurance. Many excellent collections of poems, debates, orations, stories, and of other subjects are issued in encyclopædic form.

Though it is a mistake to confine one's reference work mainly to books of an encyclopædic nature, it is also a mistake to ignore or slight books of this character. A connected account of some person or subject, or a detail which might require hours of search to find in other form. can frequently be made readily accessible in some dictionary or encyclopædia treating of the subject.

ENCYCLOPÆDIAS AND DICTIONARIES OF SPECIAL SUBJECTS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make a strong effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Bliss, William D. P. New encyclopædia of social reform. N. Y., Funk, $7.50. An indispensable work for reference in social reform. Articles signed. Bibliography.
2. Brewer, D. J. World's best orations and essays. 20 vols. N. Y., E. C. Hill, $60.00.
3. Catholic Encyclopædia. 15 vols. N. Y., Appleton, $90.00.
4. Grove, G. Dictionary of music and musicians. 5 vols. N. Y., Macmillan. $25.00.

5. Hart, A. B. and others. An encyclopædia of American government. 3 vols. N. Y., Appleton. $21.00.

   Well indexed at the back of volume 3. Articles signed. Bibliography.

6. Hastings, Rev. James. Bible dictionary. N. Y., Scribner. $5.00.

   a: Many dictionaries and encyclopædias on Biblical subjects are published.

7. Hopkins, A. A. Scientific American cyclopedia of formulas. N. Y. Munn & Co. $5.00.

8. Julian, Rev. John. Dictionary of hymnology. N. Y. Scribner. $7.00.

9. Jewish Encyclopædia. 12 vols. N. Y. Funk. $84.00.

10. Larned, J. N. History for ready reference. 5 vols. Springfield, Mass. Nochols. $25.00 each.

    a: History compiled from the best authorities, arranged alphabetically by countries, sub-arranged by dates.

    b: Recent history in supplementary volumes.

11. Lippincott's New gazetteer of the world. Phil. Lippincott. $10.00.

12. Monroe, Paul. Cyclopedia of education. 5 vols. N. Y., Macmillan. $25.00. Bibliography.

13. Peck, H. T. Harper's dictionary of classical literature. Chicago. American Book Co. $6.00.

    a: Gayley. Classic myths in English literature is so carefully indexed, and contains so excellent a commentary referring to myths in art and literature that the book practically constitutes an inexpensive classical dictionary. Chicago. Ginn. $1.50.

14. Stevens, Leslie. Dictionary of national biography. 22 vols. N. Y. Macmillan. $93.50.

    a: Gives only English biography, but includes all English names of any importance whatsoever.

    b: The set is indexed in the last volume. This index is so complete that it constitutes, practically, a brief English biographical dictionary. $6.25.

15. Thomas. Universal pronouncing dictionary of biography and mythology. Phil. Lippincott. $8.00.

SYNOPSES:—To depend upon a general outline of a subject for one's knowledge of it is certainly superficial work. The human mind, however, cannot keep well informed on more than a limited number of subjects, nor have more than a superficial knowledge of hundreds of branches. The unlimited range of interests in modern life makes epitomes and synopses almost a necessity and very useful indeed, if they are not abused by causing one to assume that a summary of a work is sufficient for all purposes.

16. Authors: Synopses:

a: Browning	Cyclopedia.	Berdoe.
b: Chaucer	1: Stories simply told.	Seymore.
	2: Story book.	Tappan.
c. Dickens.	1 Dickens Dictionary; includes selections.	Pierce.
	2: Dickens synopses.	McSpadden
d: Scott.	1: Waverly synopses.	McSpadden
	2: Waverly dictionary.	Rogers.
e: Shakespeare.	1: Shakespeare story book.	Macleod.
	2: Shakespeare synopses.	McSpadden
f: Thackeray.	Thackeray dictionary.	Mudge.

g: If dictionaries have been prepared for other authors they would be listed, under authors discussed, in the "United States catalog of books in print," or in its supplements. For an explanation of these catalogues see Group 7, Book Selection.

h: Keep in mind good biographies and works about the individual author desired .

17. Opera: Synopses:

a: American history and encyclopædia of music. 12 vols. Gives story outline of operas. Index explained by note, preceding index of work.

b: McSpadden. Opera synopses.

c: Upton. Standard operas.

18. Baker's Guides to fiction, explained under "Special indexes," Group 7, are so carefully annotated that the notes sometimes amount almost to synopses.

19. Brewer, E. C. Reader's handbook. Lippincott. $3.50.

a: Gives a kind of synopsis of such works of literature as "Paradise Lost," "The Iliad," the "Odyssey," and many others.

20. Dictionaries. Many fictitious characters are entered in recent dictionaries and encyclopædias to indicate in what works they appear, and what part they assume.

21. Warner, C. D. Library of the world's best literature. 30 vols. Directly preceding the general index, synopses of many works of literature are given; index under title, precedes synopses.

22. Book reviews in the several magazines often give outlines amounting almost to synopses for current books. Indexed in Book review digest, explained under "Book selection," Group 7.

23. Handbooks:

Though handbooks are in no sense encyclopædias or dictionaries of special subjects, yet they usually pertain to some special need and are generally arranged in alphabetical order. The following are a few, worthy of note:

a: Brewer—Reader's handbook. (Given also under 19.)

b: Brewer—Dictionary of miracle.

c: Brewer—Historic note book.

d: Brewer—Phrase and fable.

e: New century book of facts.

f: Edwards—Words, facts and phrases.

g: Harper—Book of facts. (Given in detail under Historical dates, group 6.)

h: Reddel—Fact, fancy and fable.

PROBLEMS ON THE USE OF ENCYCLOPÆDIAS AND DICTIONARIES OF SPECIAL SUBJECTS.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed to serve as a guide, if material is not familiar.

1. A special point in music (e. g., music printing), which is too technical for a general encyclopædia would be likely to be found in a dictionary of what subject?

2. For some special reference in connection with the Bible, (e. g., a good description of "Mount Ararat"), it would be best to consult what kind of a reference book?

3. Name five or six subjects which have special encyclopædias or dictionaries of their own.

4. A carefully prepared article on some social phase, (e. g., "Temperance"), would probably be treated best in which book listed? No. 1.

5. Subjects treated particularly from the Jewish or from the Catholic point of view could be found in what books? 3:9.

6. A scientific formula for some simple process, (e. g., the making of a mirror), could be found in what book? No. 7.

7. Some detailed point of educational interest, (e. g., the history of the education of the blind), would probably be treated best in what book? No. 12.

8. If a copy of the Cyclopædia of American government, in 3 volumes is available, consult it for the following:

   a: Who wrote the article on "Popular government?"

   b: To which edition of Bryce's American commonwealth, and to which chapters, is reference made for further study on this subject?

   c: Name one other reference for this subject.

   d: Into how many large sub-heads is the article on "Labor" divided? Is each separate topic signed by the name of the one who wrote it? Are references for further study given under each topic?

   e: Is the complete set indexed at the back of volume 3?

9. Name a dictionary of Hymnology, and state what kind of references would be likely to be treated in it. No. 8.

10. Would a sketch of the life of Napoleon be found in the "Dictionary of national biography?" Would Tennyson be given? No. 14.

11. A brief outline of one of Dickens' stories, (e. g., Martin Chuzzlewit), could be found in what books listed? 16:c and 21.

12. The story of a prominent opera, (e. g., Wagner's Lohengrin), could be found in what books? 17.

13. An outline of one of Shakespeare's plays, (e. g., Cymbeline), could be found in what books? 16:e and 21.

14. A prominent fictitious character, (e. g., "Una"), could be found in what books? 19 and 20.

15. A brief outline of a prominent work in literature, (e. g., Swift's "Gulliver's travels"), could be found in what books? 19 and 21.

16. The thread of the story of a prominent novel, (e. g., Marble Faun), could be traced through using what guides? 18.

17. References pertaining to what general period of history are given in a classical dictionary? Would Shakespeare be given? Name a classical dictionary.

18. A brief outline of the general trend of one of Scott's Waverley novels, (e. g., Woodstock), could be found in what books listed? 16:d and 21.

19. A brief outline of the general trend of Thackeray's Pendennis could be found in what books listed? 16:f and 21.

20. a: If a special dictionary for any author, (e. g., Kipling), has been prepared, it could be found in what catalogue, and under what heading? 16:g.

    b: If this catalogue is available consult it under the words "cyclopædia," "encyclopædia," "dictionary," to gain some idea of the vast number of books published of this nature.

21. Name an advantage and a disadvantage of a synopsis. (Note between 15 and 16).

22. Name a good gazetteer. 11. Do dictionaries and encyclopædias give information of the character of that given in a gazetteer?

23. What reference work on history collects prominent descriptions from standard authors, arranges them in alphabetical order under country, and sub-arranges by dates, giving recent history in separate volumes? 10.

24. Name five or six handbooks. No. 23.

25. (Optional, but one of the most valuable exercises under each group).

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

A: LIBRARY CLASSIFICATION.

If the hundreds of thousands of volumes in large libraries are to be made available, some carefully planned system for the arrangement of books on the shelves is necessary. Many experiments have been made with different plans, but the one which meets with the greatest favor at the present time is a "Decimal system" devised by Melvin Dewey. By means of this system all books on the same subjects are kept together under numbers representing them, arranged by hundreds. These hundreds are again sub-divided into tens, units, and, in large collections, even into decimals. Table I. gives the division by hundreds; Table II., significance of certain numbers on limited subjects, mainly countries; Table III., the division by tens.

TABLE I.

Division by Hundreds in the Dewey or Decimal System of Library Classification.

This classification is used for the great majority of school, college and public libraries in the United States. though there are a few notable exceptions, the Library of Congress, for example.

000—General works such as encyclopædias, magazines, newspapers.

100—Philosophy, such as psychology, ethics, philosophy.

200—Religion, such as mythology; any book on any religion.

300—Sociology, such as government, education.

400—Philology: language, such as any book on any language.

500—Science, such as physics, chemistry, biology, mathematics.

600—Useful arts, such as engineering, medicine, manufactures.

700—Fine arts, such as painting, music, sculpture, architecture.

800—Literature, such as poetry, dramas, essays of any country.

900—History, such as travel, description, history.

B —Biography, such as history or life of individuals; a division of 900 is also used.

No number—Fiction. Indicated by author's name.

When possible, certain numbers in the tens or units or decimal position stand for particular topics or countries. "0," for example, stands for anything general, if it is feasible. The following table will be suggestive, though it cannot be applied when the classification is at all complex, and does not fit all subjects.

TABLE II.

Significance of certain numbers in the Dewey classification.

When related to Continent: Biography.	When related to Modern Countries.	When related to Ancient Countries.	When related to Certain Subjects.
0—General	0—General	0—General	0—General
1—Travel, Geography	1—America	1—China	1—Poetry
2—Biography	2—England	2—Egypt	2—Outlines
3—Ancient World	3—Germany	3—Judea	3—Dictionaries
4—Europe	4—France	4—Indian Empire	4—Essays
5—Asia	5—Italy	5—Persia	5—Periodicals
6—Africa	6—Spain	6—Kelts	6—Associations
7—North America	7—Russia	7—Rome (Latin)	7—Education
8—South America	8—Norway, Sweden	8—Greece	8—Collections
9—Minor	9—Minor	9—Minor	9—History

By means of this key the poems of William Cullen Bryant, for example, would first be classified under the hundreds division for literature, which is found to be 800, by consulting Table I, "Division by hundreds." Under Table II, "Significance of certain numbers," notice that 1, under "Modern Countries," stands for America, when possible. The second number would, therefore, be 810, because the poems are by an American author. Under subjects, Table II., what number stands for poetry? The last number would, therefore, be 811. Under this number, the majority of libraries in the United States would place all American poetry. The work of an English poet would be placed under 821 because 2 stands for England, when feasible. Why would that of a German poet be placed under 831? French poetry would be under what number?

After determining the number which signifies to what class the book is assigned, the initial letter of the author's surname should appear. This letter would be followed by numbers instead of by the second and third letters because it has been found easier to arrange the books on the shelves by number than by letters. These numbers range between 1 and 100 to correspond with the alphabetical position of the second and third letters of the author's surname.

A key of the relation of the alphabet to numbers has been carefully worked out, and is known as the "Cutter Table of author marks," after the man who originated it. A copy of the

"Cutter Table of author marks" for B is given herewith. Consult the table and see that for "Bry." this number would be "84," because "ry" is near the end of the alphabet, and "84" is a relative distance from 1 to 100. The full number for Bryant's poems would therefore be 811B84.

Specimen entry for "B" from Cutter Table of Author Marks.

Ba 11	Bax 33	Bix 55	Brim 77
Bac 12	Bay 34	Bl 56	Bro 78
Baco 13	Be 35	Blaf 57	Broo 79
Bad 14	Beal 36	Blak 58	Brow 81
Bail 15	Beam 37	Blan 59	Browni 82
Bain 16	Bear 38	Bland 61	Bru 83
Bak 17	Bed 39	Blo 62	Bry 84
Bal 18	Bel 41	Bo 63	Bua 85
Bald 19	Bem 42	Bon 64	Bue 86
Ball 21	Ben 43	Bot 65	Bul 87
Ban 22	Beno 44	Bou 66	Bum 88
Bar 23	Beo 45	Bow 67	Bura 89
Bark 24	Bers 46	Bowl 68	Burg 91
Barm 25	Bi 47	Box 69	Burl 92
Barne 26	Big 48	Boin 71	Burn 93
Barr 27	Bil 49	Bra 72	Burr 94
Bars 28	Bim 51	Brae 73	Burt 95
Bas 29	Bio 52	Bre 74	Bus 96
Bat 31	Bir 53	Brem 75	But 97
Batf 32	Bis 54	Bri 76	Butp 98

TABLE III.

Dewey or Decimal Library Classification Carried to the Second Division of Tens.

000 GENERAL WORKS.
010 Bibliography.
020 Library Economy.
030 General Cyclopedias.
040 General Collections.
050 General Periodicals.
060 General Societies.
070 Newspapers
080 Special Libraries
090 Book Rarities

100 PHILOSOPHY.
110 Metaphysics.
120 Special Metaphysical Topics.
130 Mind and Body.
140 Philosophical Systems.
150 Mental Faculties. Psychology.
160 Logic.
170 Ethics.
180 Ancient Philosophers.
190 Modern Philosophers.

200 RELIGION
210 Natural Theology
220 Bible
230 Doctrinal
240 Devotional and Practical.
250 Homiletic, Pastoral, Parochial.
260 Church. Institutions. Work.
270 Religious History.
280 Christian Churches and Sects.
290 Non-Christian Religions.

300 SOCIOLOGY.
310 Statistics.
320 Political Science.
330 Political Economy.
340 Law.
350 Administration.
360 Associations and Institutions.
370 Education.
380 Commerce and Communication.
390 Customs. Costumes. Folklore.

400 PHILOLOGY.
410 Comparative.
420 English.
430 German.
440 French.
450 Italian.
460 Spanish.
470 Latin.
480 Greek.
490 Minor Languages.

500 NATURAL SCIENCE.
510 Mathematics.
520 Astronomy.
530 Physics.
540 Chemistry.
550 Geology.
560 Paleontology.
570 Biology.
580 Botany.
590 Zoology.

600 USEFUL ARTS.
610 Medicine.
620 Engineering.
630 Agriculture.
640 Domestic Economy.
650 Communication and Commerce.
660 Chemical Technology.
670 Manufactures.
680 Mechanic Trades.
690 Building.

700 FINE ARTS.
710 Landscape Gardening.
720 Architecture.
730 Sculpture.
740 Drawing. Design.
750 Painting.
760 Engraving.
770 Photography.
780 Music.
790 Amusements.

800 LITERATURE.
810 American.
820 English.
830 German.
840 French.
850 Italian.
860 Spanish.
870 Latin.
880 Greek.
890 Minor Languages.

900 HISTORY.
910 Geography and Description.
920 Biography.
930 Ancient History.
940 Europe.
950 Asia.
960 Africa.
970 North America.
980 South America.
990 Oceanica and Polar Regions.

Biography is sometimes indicated by a "B" instead of by a class number. In such a case, the "B" is followed by the initial of the surname of the one written about, followed by the Cutter number for his name, and then by that for the surname of the author.

Fiction is usually classified under the initial of the surname of the author, followed by the Cutter number, then by the initial of the title.

Consult Table III, under 900, and give the sub-number for biography. If the Dewey number for biography is used, instead of a "B," Symington's life of Bryant, for example, would be numbered 928 under the following process:

900. history;

920, history of an individual, or biography;

928, biography of a literary man (the "8" representing "800" for literature).

Because "700" stands for "Fine Arts," the biography of an artist would be numbered 927. Why would the number of a scientist be 925? Of a religious leader, 922? Of a physician, 926? Of a lawyer, 923? What would be the number of a philosopher?

Of course, different libraries have characteristic ways of their own for entering and arranging books and of adapting systems to local needs. The "Dewey" system, however, combined with the "Cutter Table of author marks," is the most popular at present.

The number by which a book is classified is known as a "call number" because the book is called for by that number. This "call number" is either printed, or written, or pasted by means of a label, on the back of the book to make the volume easy to find or to replace on the shelf. All books of the same class are together; sub-arranged first by numbers, and then by the letters of the author's name. In a section of American literature, for example, books numbered as below would be arranged on the shelves as follows:

810	810	810	811	811	811	817
M47	P19	R39	B84	L83	W61	H73A

Considering the above as books on a shelf, between what numbers would American literature by Newcomber, 810; N43, be placed? Would Holmes' poems, 811; H73, be "out" according to the above? Would Holmes' "Autocrat of the breakfast table," 817;H73A, be "in?" ("A" is for autocrat.)

It is necessary for libraries to have a file of cards arranged in the order in which books are placed on the shelves, to make it possible to determine what books are missing from any section. These cards are called a "shelf-list"; this list is not ordinarily needed by the users of the library.

SIMPLE PROBLEMS ON LIBRARY CLASSIFICATION.

1. Classify: "Bury, History of ancient Greece." It would fall under:

   900 of the hundred division, Table I, why?
   3, Ancient world, Table II, why? 930.
   8. Ancient country, Table II, why? 938.
   B95, Cutter Table of author marks, why? 938 B95.

2. Name the ten main divisions, under hundreds, of the Dewey Classification.
3. What is meant by the "call number" of a book? How are books arranged on the shelves? What is a "shelf-list?"
4. Classify the following, using Table III, giving also the Cutter number:

   Ball, Story of the heavens.
   Bailey, Botanizing.
   Barber, Wagner opera stories.

5. Consult Table II and tell what numbers are used for the following, when feasible:

   Poetry;
   Dictionaries;
   Education;
   England.

6. Does fiction usually have a Dewey number, or is it usually classified directly under the initial letter of the author's name? (See end of Table III.) In most libraries, the novel, Sentimental Tommy, by Barrie, would be numbered B27S. The "B" for what? The "27" for what? The "S" for what? What letter is frequently used for biography, instead of a Dewey number?
7. Tell why the numbers given to the following are used for their classification. (See Fiction and Biography following Table III.)

   Blackmore; Lorna Doone. (Fiction.) B56L.
   Bulwer-Lytton; Last days of Pompeii. (Fiction.) B87L.
   Abbott; Daniel Boone, Pioneer of Kentucky. (Biography.) BB64A.

8. (Optional, but one of the most valuable exercises under each group.)

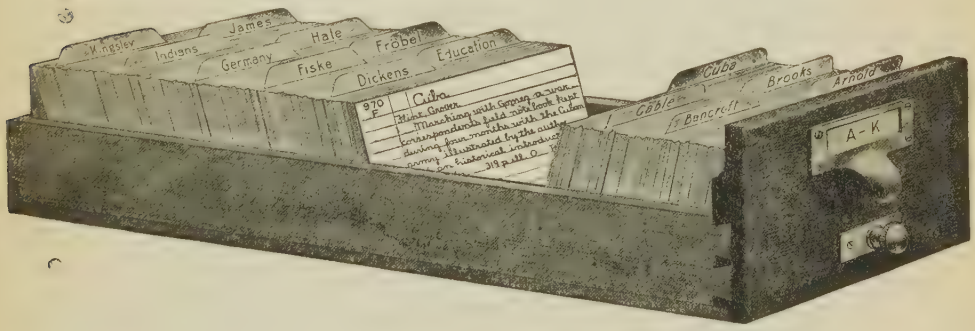
As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some phase of the subject, and form one or two individual reference problems.

B: CARD CATALOGUE.

A card catalogue of a library consists of written, or typewritten, or printed cards, uniform in size, each one representing:

An author
A title
A subject or
A special chapter or phase

of a book catalogued, and collectively being able to give complete information on such points for all books contained in the library. The cards are usually filed in one alphabetical order, in cabinets made for the purpose, and, to prevent misplacement, are fastened by a rod run through a hole in the bottom of each card.



Tray of Library Bureau card catalog
showing arrangement of written guides

To enable a catalogue to reveal what books a library contains by a certain author, or on a certain subject, or by a certain title, it is necessary to make several cards for each book. This, of course, means a great deal of work, and should be done only by those who have been specially trained in the details of cataloguing methods. As all cards for the same book in different libraries are nearly the same, it is obvious that there is much wasted energy in writing these cards separately for each library. A central bureau has therefore been established by the Library of Congress for the purpose of selling, at practically cost, cards which it prints for its own use. As the Congressional Library is the national library of the United States, it would have a copy of almost any book needed by an ordinary library, and therefore a card for it.

Parkman, Francis, 1823–1893.

The California and Oregon trail; being sketches of prairie and Rocky Mountain life, by Francis Parkman, jr., with an introduction by Edward G. Bourne, PH. D. New York, T. Y. Crowell & co. [1901]

1 p. l., xix, 416 p. front. (port.) 19cm.

Added t.-p.: The Oregon trail.

1. The West—Descr. & trav. 2. Indians of North America—The West. 3. Frontier life—The West.

Library of Congress F592.P256 1-16630

©1901 A 12474

This is an author card, which is always the most important one, and the only one printed by the Library of Congress. Notice that the dates of the author's life are entered after his name. The call number, indicating the location of the book on the shelves of the local library, would have to be written in the upper left hand corner. In libraries using the Dewey-Cutter system, this number would probably be 917.1P25; if the Library of Congress system is used, its number indicated at the bottom of the card, F592.P256, would be used. The card would then be filed under "Parkman, Francis."

A title card could be made by writing the title "California and Oregon trail" above the word "Parkman" on a second printed card, entering the call number and alphabetizing it under "C." As the book is about Oregon as much as it is about California, a third card would be provided for by writing "Oregon trail" above the word "Parkman," on a third printed card, and alphabetizing it under what letter?

E. C. Bourne has written a good introduction to the book, therefore a card should be provided with his name at the top, the call number entered, and alphabetized under what letter? Valuable information under each topic listed near the bottom of the card, as numbers 1, 2 and 3, can be found in the book, and separate cards with the call number should be made for each, and alphabetized respectively under "West," "Indians," "Frontier." The words after the first "West" mean that the matter pertains to description and travel in the west; after "America" and "Frontier" the "West" means that the locality is limited to the West. The number of pages in the book are indicated as 416 with a few introductory pages, and a portrait page; the size is indicated as 19 centimeters.

The number 1-16630, at the bottom of the card, right hand side, means that this is the 16630th card printed for books copyrighted in 1901, the number preceding the dash standing for the year in which the book was copyrighted. Such numbers are called "L. C."; that is, Library of Congress, card numbers, because the number must be known before the card can be found in the files at Washington. If the numbers are difficult to find, the Library of Congress will look them up at small additional expense. The Wilson Co. and the American Library Association print the "L. C." numbers in their catalogues. The numbers at the bottom of the card, left hand side, give the copyright date and number for the card itself.

By using the Library of Congress cards, the smallest library can have the benefit of trained workers of the cataloguing force of the national library at a trifle more expense than that of blank cards. Postage is free because the work is under the United States government. For details, address Printed Card Catalogue Division, Washington, D. C.

Users of a card catalogue do not need to be troubled with the details of cataloguing, which belong to a special feature of library economy; but they should recognize that a book is entered under as many different headings as are needed to make it serviceable, and should note such general points as:

a: Call number, so named, as previously explained, because the book is called for by that number. It is the full number in the upper left hand corner of the card,

usually consisting of the Dewey classification number; together with the initial of the author's surname and the Cutter number.

b: Dates and editions of books: to avoid drawing books which are out of date; always note the date if given on the card. A book on automobiles, for example, printed in 1905, would be useless except for the history of early automobile experimental work. Dates help to show different editions. Important books usually pass through many editions. Bartlett's "Familiar quotations," for example, has passed through ten editions; the last one, of course, being more complete and better arranged than was any preceding edition. Milton, Shakespeare, Dickens, Scott, and the works of many other authors, have passed through a great many different editions. Early editions of the works of a prominent author sometimes are exceedingly valuable.

c: Publishers. Good publishers are anxious to have a reputation for giving satisfactory service, as are all other responsible business houses. A good publisher's name, therefore, means that honest work is practically guaranteed, and that the subject matter of the book has been approved.

d: When using a card catalogue which contains many cards on a desired subject, Lincoln or Shakespeare, or some country, for example, find the first card bearing the name, then the last one, and read the headings of any "guide" cards which may come between. If this plan is followed, an estimate of the character and the number of books which the library contains on the subject can be quickly made. Guide cards, which extend above the other cards, are self explanatory. A very large card catalogue can be used as easily as a small one after a little training and practice, but the fact that large subjects must be sub-divided should always be kept in mind. In the case of Shakespeare, in addition to general guide cards, probably each play would be sub-arranged alphabetically, and books or editions pertaining to each one would be listed under a guide card bearing the name of the play. In the case of a country, the guide cards are sometimes quite extensive, but always self explanatory if a little care is used.

SIMPLE PROBLEMS ON THE USE OF THE CARD CATALOGUE.

1. Give the headings under which cards cataloguing the following books should be filed in order to show for each:

   The author The title The subject.

   Consult Table III, under library classification, and give also as much of the "call number" as is obtainable from it.

   a: Sir Robert Ball. Starland. (Astronomy.)

   b: Esther Singleton. Guide to modern opera. (Music.)

   c: Alice Lounsberry. A guide to trees. (Botany.)

2. Would a greater number of cards be likely to appear under the entry "Milton" or under the entry "Paradise Lost," and why? Under which entry would it, therefore, be best to look for the call number for "Paradise Lost."

3. Consult any convenient card catalogue, and name a reference for any of the following, giving the call number, and the author, of any references indicated:

   Mary Lyon; Photography; Birds; Helen Keller.

4. The call number for "Cuba," in the picture of the sample drawer is 970: F. Ascertain whether the library contains a copy of "My study windows," and if so, give the call number and the author.

5. Give the full address of the library which prints cards for its own use and sells them, practically at cost, to other libraries.

6. What does the "L. C." number of a card mean, and what part of this number indicates the copyright year of the book?

7. Name the guide cards in the picture of the sample drawer. If a card catalogue of a large library is convenient, consult it under "Washington" to see whether "guide cards" are given. If so, count them, name the first one and the last one, and explain the general method of distinguishing the entries. If the catalogue does not contain "guide cards," consult an encyclopædia under "Washington," and give a corresponding explanation of the method of separating the different "Washingtons."

8. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some phase of the subject, and form one or two individual reference problems.

GROUP 5:
A. READERS' GUIDE.
B. OTHER MAGAZINE INDEXES.
C. DEBATES.
D. SPECIAL DAY CELEBRATIONS.
E. PICTURE FIRMS.

A: INDEXES TO MAGAZINE ARTICLES; READERS' GUIDE TO PERIODICAL LITERATURE.

An index to the many articles in the best magazines is one of the great achievements of modern reference indexing. Standard magazines constitute our best source for current literature and for information regarding current events. Many articles are of permanent value, while many others are of passing interest only.

A thorough knowledge of magazine indexes, of the abbreviations used in them, and of the plan upon which they are arranged, is indispensable for good reference work. The most practical of these current indexes is the Readers' guide to periodical literature, published at White Plains, N. Y., by the H. W. Wilson Company. This Guide indexes articles for nearly one hundred selected magazines, and for other selected publications, as follows:

a: Magazines, and special publications included, are listed at the front, under abbreviations used in the Guide; publisher and price given.

b: A few important United States government publications.

c: Chapters in a few seletced books.

d: Articles of the selected magazines are entered under:
Author.
Title, if a story.
Subject.
Portraits, maps, and important illustrations.

Published monthly; cumulated (that is, the monthly issues are gathered together and republished in one alphabet) quarterly.

Plan on which the Readers' Guide is cumulated.

The January number indexes articles in the January periodicals.

The February number indexes articles for January and February in one alphabet.

The March number indexes articles for January, February and March in one alphabet.

The March number completes the first quarter. Cumulation is then begun over again for the second quarter. At the end of each quarter the cumulation goes back to January, as:

The April number indexes articles in April periodicals only.
The May number indexes articles for April and May.
The June number indexes for six months from January to June.

The July number indexes for one month; August for two months; September for nine months; October for one month; November for two months; December for twelve months.

Five December or yearly numbers, cumulated in one alphabet, constitute a volume, as:

Volume 1: Covers the years 1900-1904, in one alphabet.
Volume 2: Covers the years 1905-1909, in one alphabet.
Volume 3: Covers the years 1910-1914, in one alphabet.

The specimen entry from the Readers' guide, herewith inserted by the courtesy of the publishers, will serve to show the plan upon which the articles are indexed. In the "List of periodicals indexed" given at the front of each issue of the guide, the magazine referred to by any abbreviation can be found. Notice, by consulting the specimen page, that the general topic of "Birds" is subdivided under "Economic value," etc. Read the topics to the bottom of the first column. Are these sub-topics arranged in alphabetical order? Following the topics, the countries are given. How are they arranged? Under the topic "Protection" are the articles sub-arranged in any special order? Find the one entitled "Fight for the birds." Who is the author? The article was printed in a magazine abbreviated how? Where will the full name of the magazine be entered? (Fortnightly Review.) The first number is always the volume, the second the consecutive pages in the volume. This article will therefore, be found in which magazine? in which volume? beginning on which page, and ending on which page? The article covers how many pages? It was printed in what month, of what year? Articles are indexed under author as well as under subject. Under what name, therefore, will it again be entered? For the third entry under United States, give the name of the article and of the author. That the article is illustrated is indicated how? In what volume of the National Geographic Magazine was it published? Under what other heading will the article be entered? Under "Birds of prey," last entry for birds, cross references are given to what other birds?

Give the magazine, volume, page, and date containing a portrait of Bismarck, and also the same for H. B. Birmingham.

The first article by Zenas Black is on what subject? It will therefore be entered again under what word? The full name of the magazine in which this article is published can be found how?

Birds—*Continued.*

Economic value.

Birds as under-gardeners. G. R. Shore. il. Craftsman. 26: 335-6. Je. '14.
Friendly birds. House B. 35: sup. 32. Ap. '14.
Garden-making and some of the garden's stories. G. Tabor. St. N. 41: 730-3. Je. '14.

Food.

Winter feeding. W. L. Skinner. il. Bird Lore. 16: 8-10. Ja. '14.
Winter feeding in Rochester. il. Home Prog. 3: 414-5. My. '14.

Habits and behavior.

Bothersome male. Liv. Age. 281: 699-701. Je. 13, '14.
Origin of the flocking habit of migratory birds. C. C. Trowbridge. il. Pop. Sci. 84: 209-17. Mr. '14.

Migration.

Coöperative study of bird migration. Bird Lore. 16: 180-5. My. '14.
Migration of North American sparrows. W. W. Cooke. Bird Lore. 16: 19-23, 176-8. Ja., My. '14.
Origin of the flocking habit of migratory birds. C. C. Trowbridge. il. Pop. Sci. 84: 209-17. Mr. '14.

Nests.

See Nests.

Photographs and photography.

Guy A. Bailey and bird-photography. D: Zukerman. il. Home Prog. 3: 272-5. F. '14.
Top-notch of outdoor photography. R. P. Holland. il. Outing. 64: 192-201. My. '14.

Poetry.

To a bird at dawn. R: Le Gallienne. Lit Digest. 48: 31. Ja. 3, '14.

Protection.

Bird sanctuary for the Sign of the wren's nest. Mrs. J. O. Parmele. il. Bird Lore. 16: 170-1. My. '14.
Economic preservation of birds. S. L. Bensusan. Contemp. 105: 384-90. Mr. '14.

Egret protection for 1914. Bird Lore. 16: 72-3. Ja. '14.
England's duty toward wild birds, an American view. W: T. Hornaday. 19th Cent. 75: 355-9. F. '14
England's duty toward wild birds, an English view. F. E. Lemon. 19th Cent. 75: 360-4. F. '14.
England's plumage bill. il. Bird Lore 16: 76-8. Ja. '14.
Fight for the birds. L. Gardiner. Fortn. 101: 521-33. Mr. '14.
Glorious results from the junior campaign of the Audubon societies. il. Bird Lore. 16: 218-42. My. '14.
Meriden bird club. E. H. Baynes. il. Home Prog. 3: 319-20. Mr. '14.
Nations and the birds. Outlook. 106: 155*-6*. Ja. 24, '14.
Private game preserve for the country home. E. I. Pratt and M. H. Pratt. il. Am. Homes. 11: 56-9. F. '14
Protection of birds S. L. Bensusan. Fortn. 101: 765-6. Ap. '14.
Protection of our migratory birds. Sci. Am. 110: 440. My. 30, '14.
Significance of the national bird law. R. T. Zillmer. Science, n. s. 38: 839-43. D. 12, '13.
Signs of the times. Bird Lore. 16: 59-62. Ja. '14.

Birds—*Continued.*

England.

At Ravenglass. M. D. Haviland. Liv. Age. 281: 140-5. Ap. 18, '14.

Mexico.

Naturalist's journey around Vera Cruz and Tampico. F. M. Chapman. il. Nat. Geog. M. 25: 532-62. My. '14

United States.

Bird-lore's fourteenth Christmas census. Bird Lore. 16: 26-50. Ja. '14.
Birds of the western marshes. H: M. Bland. il. Overland, n. s. 63: 181-4. F. '14.
Birds of town and country. H: W. Henshaw. il. Nat Geog M. 25: 494-531. My. '14.
Do you want to help to take a bird census of the United States? Craftsman. 26: 346. Je. '14.
Results of Bird-lore's Christmas bird censuses. E. H. Perkins. il. Bird Lore. 16: 13-8. Ja. '14.

Birds, Color of. See **Color of birds.**

Birds, Fossil.

Biggest bird that ever lived. R. W. Shufeldt. Sci. Am. 110: 248-9. Mr. 21, '14.

Birds of prey.

See also Hawks; Vultures.

Birge, Edward Asahel, 1851-

Change of educational emphasis. N. Foerster. Essays for college men. 230-62.

Birkeland, Ingoll.

Bacterial versus inorganic fertilizers. Sci. Am. 110: 283. Ap. 4, '14.

Birmingham, George A., pseud. See **Hannay, James Owen.**

Birmingham, H. B.

Portrait. R. of Rs. 49: 649. Je. '14.

Birth of the god of war; story. M. C. Mena. il. Cent. 88: 45-9. My. '14.

Birth rate.

Diminishing birth-rate: is it a national danger? J. A. Rigby. 19th Cent. 75: 434-45. F. '14.

Bishop, Anna Bartram.

In Yoctangee. Forum. 51: 655-63. My. '14.

Bishop, Avard Longley.

Promotion of foreign commerce. Atlan. 113: 605-15. My. '14.

Bishop, Ella Coates.

Way of a maid. Ladies' H. J. 31: 14. Je. '14.

Bishop, Mrs. Mary Axtell, 1859-

Back home; poem. Cath. World 99: 49. Ap. '14.

Bismarck-Schönhausen, Otto Eduard Leopold, prince von, 1815-1898.

Portrait. Scrib. M. 55: 215. F. '14.

Bisons, American. See **Buffaloes.**

Bites, Venomous. See **Venom.**

Bitterness—a sermon. G. A. J. Ross. Bib. World. 43: 219-25. Ap. '14.

Bitumen. See **Asphalt.**

Bituminous coal. See **Coal.**

Bivalves.

See also Oysters.

Bixby, James Thompson, 1843-

After death—what? Harper. 128: 945-50. My. '14.

Björkman, Edwin, 1866-

Julien: an opera saved from itself. Harp. W. 58: 23. Ap. 4, '14.

From the date of the magazine, tell whether it is published weekly or monthly? What name will it come under as author? Is the last article on the page in a weekly or a monthly magazine?

PROBLEMS ON THE USE OF THE READERS' GUIDE.

1. If a portrait of some prominent person, Woodrow Wilson, for example, has appeared in one or more of a number of standard magazines, would it be indexed in the Readers' guide?

2. What is meant by saying that the Readers' guide is "Cumulated quarterly"? "Cumulated every five years"?

3. Does the first number given under any topic in the Readers' guide, and usually in other magazine indexes also, refer to volume or to page? The second numbers refer to what? Of what value is the dash between pages? Is the full name of the magazine given? Where is the full name entered? Is the date of the magazine, as well as the volume, given? How are weekly publications distinguished from monthly?

4. If any issue of the Readers' guide is available, consult it under "Railroads" and notice that articles are arranged alphabetically under topics. What is the first topic given? What the last? Are the topics themselves in alphabetical order? What is the full reference for the first article? After topics, countries are sub-arranged alphabetically. What is the first and what is the last country mentioned?

5. a. Whether the articles which appeared in the following named magazines are indexed in the Readers' guide could be determined by consulting what list and in what part of the Guide? "Good-housekeeping," "Practical Mechanics," "Pearson's," "Scribner." What publications of the United States government are indexed?

b. If any copy of the Readers' guide is available, give the full address and the publisher's price for the Atlantic Monthly and for the Dial.

6. How many volumes of the Readers' guide have been published? Give the years included in each volume.

7. If the Guide is consulted late in November for all articles indexed for that current year, what issues should be used? How many months are included in the March issue? in June? in August? in September? in December? How many December, or yearly, issues constitute a volume?

8. For experience, index independently, if convenient, any article in any magazine which is indexed regularly in the Guide, and test the entries by the Guide which contains the date of the magazine selected. Use separate slips of paper for each entry.

B: INDEXES TO MAGAZINE ARTICLES; OTHER THAN THE READERS' GUIDE TO PERIODICAL LITERATURE.

Examine the indexes listed, if possible; if not, make a strong effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs.

1. Supplement to the Readers' guide to periodical literature, N. Y., White Plains, Wilson Co.
   a. Indexes about 50 periodicals not included in the Readers' guide; listed at the front.
   b. The plan of indexing is similar to that used in the Readers' guide, except that it is issued bi-monthly, omitting one summer month, and each number is fully cumulated.
2. Industrial arts index. N. Y., White Plains, Wilson Co.
   a. An index to about 50 trade and engineering periodicals; listed at the front.
   b. The plan of indexing follows that of the Readers' guide, except that the articles are indexed by subject only. It is published five times a year; each number is fully cumulated.
3. Annual magazine subject-index. Boston Book Co.
   a. Part 1. Indexes magazines and social publications of general interest, not included in the Readers' guide; many English magazines are included; list given at the front.
   b. Part 2. Dramatic index; indexes all important magazine articles on the drama, regardless of other indexes.
   c. Part 3. Current dramatic books and plays, indexed.
4. Poole and Fletcher. Index to periodical literature, 1802-1906.
   a. Indexes, by subject only, articles published in magazines for practically the first one hundred years of magazine publication; discontinued after 1906.

Vol. 1: 1802-1881 (2 parts)	Vol. 4: 1892-1896
Vol. 2: 1882-1886	Vol. 5: 1897-1901
Vol. 3: 1887-1891	Vol. 6: 1902-1906

5. Most magazines publish an annual index of their own. Some magazines occasionally cumulate them to cover a number of years. The following are important.

   a. Educational review index, vol. 1-25.
   b. Forum index, vol. 1-32.
   c. Atlantic monthly index, vol. 1-88
   d. St. Nicholas index (for children).
      Vols. 1-27 indexed in separate volume.
      Vols. 28-36 indexed in Wilson Children's Catalogue, 1st ed., and also in separate volume.
   e. See, if available, word "index" in the United States catalogue of books in print, illustrated and described under Group 7-B.

6. Magazine agencies.

There are many good magazine agencies that are able to offer reduced rates for magazines. The following are a few:

Grumiaux—Leroy, N. Y.
Hanson—Bennett, 223 W. Jackson Blvd., Chicago.
Moore—Brockport, N. Y.
McClurg—Chicago.
McDonald, Miss Theo.—Detroit.
H. W. Wilson Co., White Plains, N. Y.

7. Ayer and Severance are two good guides to newspaper and magazine publications. Explained in Group 7:A.

PROBLEMS ON THE USE OF MAGAZINE INDEXES; OTHER THAN THE READERS' GUIDE.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide, if material is not familiar.

1. The best magazine articles on some technical subject in connection with trade or engineering, e. g., plumbing, would be most likely to be found in which magazine index? 2. How frequently is this index published and cumulated? Are authors indexed? 2: a and b.

2. The main issue of the Readers' guide is supplemented by what index, and about how many more magazines are included? How frequently is it published and cumulated? 1: a, b.

3. Articles in many English magazines, e. g., "The London Strand," would be indexed in what index and in which part? 3: a.

4. Articles which appeared before 1900 in leading magazines, e. g., "The Century," or the "Atlantic," would be indexed in which magazine index? Would they be indexed by author? 4:a. Would they be indexed by author as well as subject after 1900 in the Readers' guide? (Review question.)

5. Recent magazine articles on dramatic subjects, "Irish plays" or "moving pictures," for example, would be given most completely in what index, and under what part? Might other indexes also include certain of these subjects? 3: b.

6. An article on "Trackeray," for example, which appeared before 1880 in a prominent magazine, would be found in which index, which volume, and probably, which part? 4.

7. Where are the articles for St. Nicholas indexed? 5: d.

8. How can magazines frequently be secured at reduced rates? Give three addresses. 6.

9. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

C: DEBATES.

Outlines and briefs for debates are subject to abuse as well as to use. If prepared briefs are used too freely, the temptation is to depend upon them, thereby weakening the power of self-directed thought. However, subjects and facts and references for them are essential; and an effort to save time and energy in securing them, is a wise economy, if cautiously used.

A debater should be familiar with books on the principles of debating, books on parliamentary law, and collections of the best orations and debates of different ages, as well as with suggested subjects and their briefs.

DEBATE BOOKS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Alden, R. M. Art of debate. Chicago. Holt. $1.12.
   a. Gives practical instruction in the methods of argumentation.
   b. Includes a few illustrations and briefs on suggested subjects.
2. Brookings, W. D. and Ringwalt, R. C. eds. Briefs for debate. N. Y. Longmans. $1.25.
   a. Briefs and references on both sides of many suggested questions.
3. Craig, A. M. Pros and cons. N. Y. Hinds. $1.50.
   Gives briefs; no index.
4 Foster, William T. Argumentation and debating. Chicago. Houghton. $1.25.
5. Henry W. H. How to organize and conduct a meeting. N. Y. Hinds. 75c.
6. Intercollegiate debates. 3 vols. N. Y. Hinds. $1.50 per vol.
   a. College debates on many questions with briefs and references.
   b. Volumes 2 and 3 give full speeches.

7. Matson, Henry. References for literary workers. Chicago. McClurg. $2.00.

   Gives briefs and references on both sides of many questions.

8. Pittsburgh, Carnegie Library. Debate index. 2nd edition. Paper. 25c.

   Subjects arranged alphabetically, with guides to books giving briefs and references.

9. Ringwalt, R. C.
   a. Briefs on public questions. N. Y. Longmans. $1.20.
   b. American public questions. N. Y. Holt. $1.12.

      Each book gives briefs and references on both sides of many public questions.

   c. Modern American oratory. Chicago. Holt. $1.50.

10. Rowton, Frederick. How to conduct a debate. N. Y. Longmans. $2.00.

11. Robbins, E. C. High school debate book. Chicago. McClurg. $1.00.

12. Roberts, H. M. Rules of order. N. Y. Scott 75c.

    Parliamentary laws governing the conduct of organized meetings.

13. Speaker. Vols. 1-7. N. Y. Hinds. $1.50 per vol.

14. Shurter and Taylor. Both sides of one hundred questions. N. Y. Hinds. $1.25.

15. Debater's handbook series. A series of about 25 volumes. N. Y. White Plains. Wilson Co. $1.00 per vol.
    a. Each volume contains bibliography, a brief, and reprints of important articles covering both sides of the question.

16. Abridged Debater's handbook series. N. Y. White Plains. Wilson Co. 25c per pamphlet.

    A series of about ten pamphlets.

    a. Similar to the handbook series, but published only on subjects for which there is little material or for which the demand will be merely temporary. Each volume contains a brief, a bibliography and reprints of important articles.

17. Wilson Package Library. N. Y. White Plains.
    a. This library consists of articles clipped from magazines, pamphlets, public documents, etc., which may be rented for

a limited time. Write for catalogue, supplied free. Wilson Package Library, Wilson Co. White Plains, N. Y.

This pamphlet gives suggestions on debates.

b. 1. Debaters' annual. $1.80.

Gives speeches on both sides of many intercollegiate debates. Bibliography.

2. Debaters' manual. $1.00.

Gives all necessary steps in preparing and in conducting a debate. Bibliography.

18. Readers' guide to periodical literature. other magazine indexes and card catalogues should be kept in mind as aids for debating material; also articles and references in general and special encyclopædias allied to the subject.

19. Collections of standard debates and orations.

a. Lee. World's orators. 10 vols. N. Y. Putnam.

b. Brewer. World's best orations. 10 vols. N. Y. E. C. Hill.

c. Bryan, W. J. World's famous orations. 10 small vols. N. Y. Funk.

20. Some of the references given in advanced lessons are needed for debating, but being advanced, they are not listed here. (e. g., Congressional Records; Group 8: A. "Public affairs information service;" Group 6: B. "United States catalogue of books in print," and its supplements under "debates," or subject chosen, Group 7: B.)

PROBLEMS ON THE USE OF DEBATE MATERIAL.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide, if material is not familiar.

1. A list of suggested questions for debates with arguments and references on both sides could be found in a number of books in the list. Name three.

2. An index to many subjects for debate, guiding to books which give briefs and references for both sides, has been prepared by what library? No. 8.

3. Clippings and selected articles on certain subjects can be 16, and 17:b.1.

4. References to many magazine articles on the subject under discussion could probably be found in what magazine guide?

5. The books in a local library which bear on the question could be found by using what index?

6. A series of books which reprint articles on both sides of a number of questions has been published by what firm? Nos. 15 and 16.

7. Suggestions of how to organize and conduct a meeting could be found in what work? No. 5 and 17:b, 2.

8. Rules for guidance in parliamentary practice can be found in what book? No. 12 and 17:b,2.

9. Name an advantage and a disadvantage in using books of prepared debates.

10. Name three good collections of orations. No. 19, a-c.

11. If the "United States catalogue of books in print," and the supplements are available, consult them under the word "debate" and allied subjects such as "oratory," to form some idea of the number of books prepared on the subject. (This catalogue is illustrated and described under Group 7: B.)

12. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

D: SPECIAL DAY CELEBRATIONS.

One of the features of school life, and also of club life, is the celebration of special days. To find scattered material for such celebrations requires considerable time and effort. A number of good guides to poems, recitations, and topics have been prepared by libraries and individuals to facilitate the search for such material.

GUIDES TO SPECIAL DAY CELEBRATIONS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add goods books that are available and that apply to the subject.

1. Beard, Lina. American girls' handybook. N. Y. Scribner. $2.00.
   Contains suggestions for games for young people for special day celebrations.
2. Card catalogue of local library under the day, or allied subjects.
3. Chambers. Book of days. 2 vols. Phil. Lippincott. $5.00.
   Arranged in calendar order. Indexed at the back of Vol. 2.
4. Cleveland, Public Library. Reading lists for special days; formerly published as Nos. 1-8 of school holiday series. N. Y. White Plains. Wilson. 50c; paper, 25c.
5. Deems, E. M. Holy-days and holidays. N. Y. Funk. $5.00.
   Especially good for church celebrations.
6. Edmunds and Williams. Toasters' handbook. N. Y. White Plains. Wilson. $1.25.
   a. Jokes, stories and quotations suitable for toasts.
   b. Arranged alphabetically by key word.
7. Ford, Jas. L. Every day in the year. N. Y. Dodd. $2.00.
   Short poems, arranged in calendar order, under the days; includes birthdays of prominent people.
8. Granger, Edith. Index to poetry and recitations. (More fully explained under "special indexes." Group 7.)
   Suggestions may be found for the celebration of special days, under "Special Days" at the back.

9. Gray, A. S. Toasts and tributes. N. Y. Stokes. $1.75.

10. See the word "Holiday" in the "United States catalogue of books in print," and its yearly and monthly supplements, the "Cumulative book index," for books published on holidays. Books are listed, with publisher and price, without regard to their value. This catalogue is illustrated and described under Group 7: B.

11. Hazeltine, Mary C. Anniversaries and holidays. Madison, Wisconsin. Free library commission. 25c.
    a. Suggestions and references arranged in calendar order under days.
    b. A valuable index, though the first edition is out of print.

12. Hofmann, M. C. Games for everybody. N. Y. Dodge. 50c.

13. McCurdy, R. M. Bibliography of articles relating to holidays. Boston Book Store, Boston. 25c. (First edition is out of print.)

14. Olcott, F. J. Good stories for great holidays. Boston. Houghton. $2.00. Arranged for story telling and reading aloud.

15. Readers' guide to periodical literature.
    a. Consult under name of day or allied subjects for magazine articles.
    b. For magazines published before 1900, consult Poole's index.
    c. Frequently other magazine indexes will reveal material.

16. Le Row, C. B. Pieces for every occasion. N. Y. Hinds. $1.25.
    a. Collection of short selections of prose and poetry for different occasions.
    b. Classified subject index at the front.

17. Reynolds, C. Banquet book. N. Y. Putnam. $1.75.
    Short quotations, mainly for toasts; under subject.

18. Schauffler, R. H. (editor). Our American holidays. 8 vols. N. Y. Moffat. $1.00 per vol.
    a. Arbor day; history, observance, spirit and significance.
    b. Christmas; origin; celebration.
    c. Lincoln's birthday.
    d. Memorial day; its celebration, spirit and significance.
    e. Thanksgiving; origin, celebration, spirit and significance, as related in prose and verse.
    f. Washington's birthday; its history, observance, spirit and significance, as related in prose and verse.

19. Walsh, W. S. Curiosities of popular customs. Phil. Lippincott. $3.50.

    a. Articles of fair length on the history of customs and holidays.

    b. Arranged alphabetically by subject.

20. Wood, N. B. Quotations for occasions. N. Y. Century. $1.00.

21. Local libraries, Boards of education and State library commissions frequently publish lists and aids for special day celebrations.

PROBLEMS ON THE USE OF GUIDES FOR SPECIAL DAY CELEBRATION.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide, if material is not familiar.

1. A series of books on American holidays has been edited by whom? Published where? And at what price per volume? No. 18.

2. Either from memory or by consulting" Concordances that should be known," name a book which gives quotations entered under subjects, which might aid in arranging toasts or other programs. Group 1:B; No. 2:b:3 in list.

3. Suggestions for quotations for banquets could be found in what book here listed? No. 17.

4. Stories and jokes on different subjects for toasts could be found in what book? (Use with care to prevent the repetition of jokes.) No. 6.

6. A collection of poems arranged in calendar order suggesting those suitable for certain days, e. g., February 12, has been made by whom? No. 7.

7. Magazine articles on any holiday, e. g., Easter, could be found by using what guides? (Name at least two.) No. 15, a-c.

8. Books which the local library contains on the desired holiday, could be found how? No. 2.

9. In the back of what valuable index to poems and recitations could suggestions be found for the celebration of special days? No. 8.

10. What picture firms publish lists of suggested pictures suitable for different school grades? Group 5:E marked *.

11. Describe the character and the quality of the publications of as many of the picture firms listed as are known.

12. A list of books published on the subject of holidays could be found by consulting what catalogue? No. 10.

13. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

E: FIRMS HANDLING REPRODUCTIONS OF PICTURES.

Many times pictures are desired for special day celebrations or for permanent decoration. The firms mentioned below are responsible dealers in pictures. Those publishing expensive illustrated catalogues usually make a charge for them, though in all cases they are more than worth it as an art study alone. Information regarding the character and price of pictures handled, which range from one-half cent in some firms to eighty dollars or more in others, will be furnished upon application.

List of photograph dealers:

L. M. Hooper, Public Library, Brookline, Mass. 15c.

Braun & Co., 256 Fifth Ave., N. Y. Catalogue 35c.
Art nature and portrait reproductions, from $2.00 to $80.00.

Chicago Art Education Co., 218 South Wabash Ave., Chicago.
Art, nature and portrait reproductions, from 35c to $80.00.

*Cosmos Picture Co., 119 West 25th St., N. Y.
Art, nature and portrait reproductions, from 2c to 20c.

Curtis Cameron Co. (Copley prints). Boston, Mass. Catalogue 25c. Art reproductions from $1.25 to $30.00.

Detroit Photographic Co., Washington Arcade, Detroit. Mich.

*Elson Art Publisihng Co., Belmont, Mass. Catalogue 15c.
Art, nature and portrait reproductions, from 5c to $75.00.

Foster Bros., 4 Park Sq., Boston, Mass. Catalogue 15c.
Art: Medici prints from $1.25 to $16.00.
Nature: Davidson prints from 35c to $5.00.

Hughes and Lyday Co., 7-9 Milwaukee Ave., Detroit, Mich. Catalogue $1.00.
Art, nature and portrait reproductions, from 15c to $5.00.

Perry Picture Co., Malden, Mass. Catalogue 10c.
Art, nature and portrait reproductions, from 1c to $1.00.

Purnell Art Co., 224 N. Howard St., Baltimore, Md. Catalogue 25c.
Art, nature and portrait reproductions, from $1.00 to $10.00.

Soule Art Publishing Co., 500-510 Dudley St., Boston, Mass.
Catalogue $2.00, amount applied if purchase is made.

Tabor-Prang Art Co., Springfield, Mass. Catalogue $1.00.
Art, nature and portrait reproductions, from 20c to $10.00.

Thompson, Earl, Picture Co., Syracuse, N. Y.
Blue prints to illustrate standard fiction, cities, etc., from 2c to 5c.

*Turner, Horace, Picture Co., 214 Clarendon St., Boston, Mass.
Art, nature and portrait reproductions, from 1c to $10.00.

*Graded lists of pictures for schools.

GROUP 6:
A. YEAR-BOOKS.
B. CURRENT EVENTS.
C. HISTORICAL DATES.

A: YEAR-BOOKS AND ALMANACS.

It is always difficult to find information on current or recent events. Newspaper articles are unsatisfactory, scattered and difficult of access for reference. The best provision made for information on recent topics comes in the form of year-books and magazines. A familiarity with the kind of information in the best year-books is necessary for reference work in current events. The wide range of subjects included in such books is seldom fully realized.

The date on the backs of year-books is usually one year in advance of the year for which the dates are recorded.

YEAR-BOOKS AND ALMANACS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add good books, that are available, and that apply to the subject.

Newspaper Annuals or Almanacs.

1. World almanac. N. Y. World. 50c cloth; 35c paper.
   An annual publication by The World newspaper of New York, giving a vast amount of general information.
   a. Officials of important societies in public life.
   b. Many valuable tables on statistics of population and other items.
   c. Rulers of the world. See under "rulers" in index.
   d. Well indexed at the front.
   e. Index to noteworthy articles in previous editions.
2. Many valuable almanacs and year-books are published by other newspapers, besides The World of New York, such as the
   a. Chicago Daily News, and the Chicago Tribune.
   b. Brooklyn Eagle.
   c. American Whitaker.

English Annuals.

3. Hazell's annual. N. Y. Scribner. $1.50.
   a. A cyclopædic record of men and topics of the day.
   b. Arranged under topics, not countries.
   c. Index at the front.

4. Statesman's year-book. N. Y. Macmillan. $3.00.
   a. Statistical and commercial yearly review of the world, arranged under countries, not topics.
   b. Gives names of present rulers, and of persons in important legislative bodies of the world.
   c. Index at the back.
5. Whitaker almanac. N. Y. Scribner. $1.00.
   a. Valuable for many current topics and statistics.
   b. Index at the front.

Year-Books to Encyclopædias.

6. Britannica year-book. A year-book to keep the Britannica encyclopædia up to-date, 1913.
   a. Articles on many important subjects, such as science or literature, giving review of year's progress. Articles are written by special students of the subject, and are usually signed.
   b. Index at the back.
7. New international year-book. N. Y. Dodd. $6.00.
   a. A yearly compendium of the year's progress. Keeps the New international encyclopædia up-to-date by giving recent events. Published to correspond with the regular volumes of the encyclopædia.
   b. Articles arranged in one alphabet, resembling encyclopædia articles. No index.
8. Nelson loose-leaf encycloædia supplants the need of a year-book, by issuing every six months a series of leaves which can be bound in the regular volumes in alphabetical order by means of the loose-leaf system.

Year-Book for Social Progress.

9. American year-book. N. Y. Appleton. $3.50.
   a. A yearly record of events in progress. Good for social, legislative and general topics. Many articles signed.
   b. Index at the back.
   c. Index to noteworthy articles in previous editions.
   d. Encyclopædia year-books are of special value for social topics.

Biographical Annuals.

10. Who's who. N. Y. Macmillan. $3.75.
    a. A biographical annual giving brief biographies of prominent living people; arranged alphabetically under the person's name, not by position.
    b. Gives address of person at end of article.

11. Who's who in America. Chicago. Marquis. $4.00.
    a. A biographical annual giving brief biographies of prominent people living in America, arranged alphabetically under person's name, not by position.
    b. Gives address of person at end of article.
    c. Geographical index at the back; alphabetical by states, sub-arranged by towns, making it possible to find prominent people by locality.

Miscellaneous.

12. The plan of a "who's who," or of a "year-book," is used very extensively for local and special needs, such as:
    a. Who's who in finance.
    b. Who's who in science.
    c. Who's who in music.
    d. Who's who on the stage.
    e. Who's who in the Methodist year-book, and other religious denominations.
    f. Woman's who's who in America.
    g. Who's who or year-book for many localities, countries, states, cities, professions, and for other purposes.
13. If the "United States catalogue of books in print" and its yearly supplements, the "Cumulative book index," are available, consult them under "year-books," to form some conception of the number of books of this character which are published. Described and illustrated under Group 7: B.

PROBLEMS ON THE USE OF YEAR-BOOKS.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed to serve as a guide if material is not familiar.

1. All year-books are primarily for current topics, though different ones have different aims. Which ones are especially good for:
    a. English topics (as well as universal)? 3-5.
    b. Encyclopædic treatment of current topics? 6-8.
    c. Social progress, such as legislature, music, education? 9.
    d. Newspaper summaries such as office holders in prominent bodies, population, important statistics, rulers of the world, and an endless variety of items. Frequently tabulated. 1, 2.

e. Sketches of living people of prominence, with addresses? 10-12.

f. Name several special and local topics for which year-books are prepared. 12-13.

2. a. A brief biography and the present address of any one in America. prominent either because of name, position, or personal achievement, Ernest Longfellow, for example, the son of Henry Wadsworth Longfellow, could be found in what book, and where in the article? 11:b.

b. Name a prominent man in Concord, N. H. (Geographical appendix.) 11: c.

3. The present address of Tagore, a prominent living Hindu poet, could be found in which book, and where in the article? 10: b.

4. Consult the American year-book and give the following:

a. Were any constitutional amendments submitted for the Kansas state constitution last year? (Index, under constitution).

b. Was any important action taken on labor in any state legislature? (Index under labor.)

c. Read the main headings in the table of contents.

d. Who wrote the article on "Libraries"?

5. Consult the index of the Statesman's year-book under any country, e. g., Spain, and notice the kind of information given. Where are her universities located?

6. A brief article in great engineering feats of the world for the past year would probably be found in a year-book which enters under topic rather than under country. Name an English annual so arranged. Could such a topic be found in the Statesman's year-book? In an encyclopædia year-book?

7. A year-book dated 1916 on the back would probably give information covering what year?

8. For problem number 8, fill in the table following.

9. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

Table for Showing Comparative Arrangement of Material in Year-Books.

Three columns are filled in to show under different year-books whether the information is found through the index, the contents, alphabetically, as a sub-head, or not at all.

Name of Year-book.	Governors of states.	Winners of Nobel Prizes	Events of year
World (1)	Index Governors	Index Nobel	Index Events
Hazell (3)	No	Index Nobel	Index Diary
Statesman (4)	Index State	No	No
Whitaker (5)	Index State	Index Nobel	Index Calendar
Britannica (6)	Index State	Index Nobel	Contents
New International (7)	Alph. State	Alph. Nobel	No
American Year-book (9)	Index Governors	No	Index Chronology

Find any of the following in a similar way:

a. President's cabinet.
b. Population of prominent cities.
c. Money used in different countries.
d. Presidents of universities.
e. President of the Federation of Labor.
f. Legal holidays.
g. Members of the House of Commons.
h. Senators of the United States.
i. Review of year's work in music.
j. Religions of the world.
k. Important books of the year.
l. Mayors of cities.
m. Ruler of Siam.
n. Debts of cities.

B: CURRENT EVENTS.

An index to the dates of current events must necessarily be a temporary index, and refer mainly to newspaper and magazine files. Though these indexes are rather difficult to use, and not wholly satisfactory, yet a reference worker should know the leading ones.

A very valuable index, guiding to information on current public affairs, has recently been undertaken by co-operating institutions and published by the Wilson Co., of White Plains, N. Y., for the small price of $1.00 per year. A sample page is herewith inserted by the courtesy of the publishers.

Consult the sample page of "Public affairs information service," under "Deaf and dumb," noticing that there is a sub-topic, "Education." Any abbreviations which are not recognized, can be found at the front of the full issue of the index. Give full reference for the second entry under this sub-division "Education."

Read the first entry under "Debating." What author is referred to? What journal? Which volume? Which pages? Which month? Which year? Try to interpret all entries under "Debating."

Under "Dairying," what does "Bibliography" mean?

If references for "Dangerous occupations" are desired, what entries should be consulted?

Under "cripples," find a book on the care and education of crippled children.

Cripples

Care and education of crippled children in the United States. E. Reeves. 252p il $2 '14 Survey associates

Unheard cry. J. F. Sullivan. 207p il $1.50 '14 Smith & Lamar

Attempts to portray the real and unjust conditions under which cripples exist and advocates the adoption of some sort of educational system for the physically handicapped

Crises. See Panics

Crop diversification. See Cotton; Crops

Crops

Arkansas—A convention of farmers, merchants, bankers and manufacturers was called by Gov. G. W. Hays to meet in Little Rock, Nov. 9, 1914, to discuss crop diversification and a campaign for the growing of more feedstuff, with cotton only as a surplus crop

Texas—A crop conference was held in Houston, Nov. 9, 1914, for the purpose of forming a permanent state organization and of emphasizing the importance of crop diversification. Wm. Doherty of Houston was chairman

Currency. See Banking and currency; Money

D

Dairying

See also Milk

Bibliography

Condensed list of references for the dairy farmer. Conn. agricultural extension service and the U. S. Dept. of agriculture, Bur. of plant industry co-operating. (Exten circ no 3) 4p Jl 20 '15

Damages. See Death damages

Dams

General dam acts; The Coosa river dam act and veto message of President Taft; Connecticut river dam bill, 1913, with letter and statement from Henry L. Stimson, sec. of war; Memorandum of acts of congress concerning power privileges at government dams. *In* G: F. Swain. Conservation of water by storage, p 325-48 '15

Legal rights concerning dams. A. L. H. Street. Power 40:445-6 S 29 '14

See also Water rights

Dance halls

Chicago city council, April 8, 1915, passed an ordinance regulating public dance halls and providing that liquor could not be sold after 3 a. m. An amendment prohibiting sale of liquor after 1 a. m. was defeated

Civic protection in recreation. *In* L. de K. Bowen. Safeguards for city youth at work and at play, p 12-51 '14

Milwaukee, Wis.—Dance hall ordinance was for a second time declared constitutional by the supreme court. The case will probably be appealed to the federal court with the idea of getting it before the U. S. supreme court (Press rept, Mr 23 '15)

Dance halls, Municipal

Chicago's dance halls have been conducted at a profit and Mayor Harrison has ordered the admission reduced to fifteen cents for one or twenty-five cents for two, with free checking service

solute control was killed by both houses agreeing to have the committee report on Oct. 23, the day of adjournment being Oct. 22, 1914

Texas—Resolution passed by the legislature setting apart a certain room in the state capitol for the use of the Daughters of the Confederacy was upheld. Conley v. Texas Division of United Daughters of Confederacy, 164 S W 24

Day of rest. See Rest-day, Weekly

"Daylight" legislation

Executive committee of the Chicago assn. of commerce passed a resolution calling on the U. S. chamber of commerce with its four hundred association members scattered over the country, to consider at its annual meeting in Washington, Feb. 1915, the recommendation of the Chicago body that a nation-wide movement be undertaken to gain more daylight at the end of the day by pushing the nation's clock hands ahead one hour

London city council has ordered the preparation of a by-law to start and close business an hour earlier than at present (Ap 17 '15)

Dead animals

Removal of dead animals in cities: ordinances and practices in nine large cities; provisions as to transportation and disposal. A. L. Bostwick. Munic J 38:64-5 Ja 21 '15

Deaf and dumb

Care of the blind and the deaf [by states] *In* U. S. Bur. of the census. Summary of state laws relating to the dependent classes, 1913, p 343-6 '14

Deaf, The: their position in society and the provision for their education in the United States. Harry Best. 340p *$2 '14 Crowell

Volta Review, published monthly by the Volta bureau for the increase and diffusion of knowledge relating to the deaf, 1601 35th st., N. W., Washington, D. C., is publishing a series of graphical charts presenting studies of marriages of the deaf. The first eight appeared in the May, 1915, issue and each succeeding number will contain eight, until the entire series of eighty is completed

Education

Are the taxpayers getting what they pay for, by J: D. Wright; editorial comment. (Reprint no 131) 4p '15 Volta bur., 1601 35th st., N. W., Washington, D. C.

From the Volta Review for February, 1915

Education of the deaf in day schools. Frances Wettstein. (Reprints of useful knowledge no 112) 7p '14 Volta bur., 1601 35th st., N. W., Washington, D. C.

Reprinted from the Volta Review for August, 1914

Frederic J. Haskin has an interesting article in the Schenectady Gazette, Jan. 27, 1915, on the education of the deaf

Death damages

Citations to state laws relating to right of action for injuries causing death. U S Bur Labor Statistics Bul 148:83-5 '14

See also Chauffeurs—Liability; Employers' liability

Death penalty. See Capital punishment

Death records. See Vital statistics

Debating

Bureau of debate and discussion. Leo Jones. Wash Univ Extension J 1:194-201 O '14

CURRENT EVENT GUIDES THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books that are available and that apply to the subject.

1. New York Times Index. N. Y., New York Times. $8.00 per year.

   A master key to newspapers; issued quarterly. References are made by date, page and column to the New York Times only; but the index can also serve, in a general way, as a key to other newspaper files.

2. London Times Index.

   For many years an index to the files of the London Times has been issued currently, cumulated yearly. References are made to the date, page and column for the London Times only.

3. Street's Pandex of the news. 50 Main St., San Francisco, Cal. $10.00 per year.
   a. An alphabetical digest of temporary events, published monthly. Refers to the date on which the event occurred, thus serving as a guide to the files of most daily newspapers.
   b. Official organ of the American Institute of current history.

4. Public affairs information service. N. Y. White Plains. Wilson Co. $1.00 per year.
   a. Published weekly, cumulated bi-monthly; constitutes a guide to information on public problems as obtained from civic bodies, social organizations, legislative and municipal reference bureaus, and other sources.
   b. Arranged in one alphabetical order by subject, with full references to the source of information.
   c. The reports and reviews which are indexed are listed at the front.

5. Information. N. Y. Bowker Co. $4.00 per year.
   a. A digest of current events published monthly; cumulated quarterly.
   b. Events arranged in alphabetical order. Dates indicated, thus serving as a guide to the files of most daily papers.
   c. Displaces former publication known as "Index to dates."

6. Chronological events of the year are usually given in calendar order in year-books.

7. Indexes to magazine articles are excellent for current events; given in Group 5.

PROBLEMS ON THE USE OF CURRENT EVENT GUIDES.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed to serve as a guide, if material is not familiar.

1. If anything of importance occurred on April 26th of last year it could be found how? 6.

2. A brief of a current discussion on any important public affair, e. g., labor, could be found in what weekly index? 4.

3. What two newspapers publish valuable indexes of their files that can also be used for guides to other newspaper files? 1 and 2.

4. What is the official organ of the American Institute of current history? How frequently is it published? 3.

5. What other publication gives a digest of events, monthly, in alphabetical order? 5.

6. Name several magazine indexes which serve as guides to current events. 7.

7. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

C: HISTORICAL DATES.

Dates for events in the history of the world may be found in many ways, and one should never be obliged to hesitate as to where to look for an important date, either under event or year.

INDEXES TO HISTORICAL DATES THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books that are available and that apply to the subject.

1. Dictionaries and encyclopædias usually give dates under name of event. The following special date arrangements in dictionaries are important:

   a. Historical dates; in reference history edition, only, of Webster's New international dictionary. Excellent index.

   b. In appendix to Literary Digest adition, only, of Funk and Wagnalls New standard dictionary, dates arranged chronologically.

   c: In an appendix at the back of Volume XI. of the Century dictionary of names, under:
      1. Chief events of history arranged by centuries;
      2. Rulers of countries;
      3. Genealogical tables;
      4. Chronological outline of English and American literature.

2. Dictionary of dates. Everyman's library. N. Y. Duton. 35c. Dictionary of important events, arranged:
   a. Alphabetically under events;
   b. Sometimes by dates under country;
   c. No general chronological arrangement.
3. Haydn. Dictionary of dates. N. Y. Putnam. $6.00.
   a. A dictionary of universal information, relating to all nations and ages. Many editions since 1841.
   b. Topics and countries arranged alphabetically by subject; sub-arranged chronologically. Index at the back.
   c. Under countries, a list of rulers is given at the end of the article.
4. Harper. Book of facts. N. Y. Harper. $8.00.
   a. Topics and countries arranged alphabetically; sub-arranged in tabular and chronological order.
   b. Under any state a list of governors and senators is given at the end of article.
   c. Under large cities a list of its mayors is given at the end of article.
   d. Under countries, a list of its rulers is given at end of article.
5 Heilprin, Louis. Historical reference book. N. Y. Appleton. $2.00.
   a. Dates arranged in three ways:
      1. Under date, part 1.
      2. Under subject, part 2.
      3. Under biography, part 3.
6. Little, Charles E. Cyclopædia of classified dates. N. Y. Funk. $10.00.
   a. A large volume of classified dates from the earliest recorded times. Countries arranged alphabetically; sub-arranged under the following classes, running in chronological columns, side by side.
      1. Army and navy.
      2. Arts, science, nature.
      3. Births and deaths.
      4. Church.
      5. Letters and society.
      6. State.
      7. Miscellaneous.
   b. Exhaustive index.

7. Ploetz. Epitome of universal history. Boston. Houghton. $3.
   a. Dates arranged chronologically, under ancient, mediæval and modern history; sub-arranged by countries.
   b. Excellent index.

8. Many year books list important events of the year in chronological order.

PROBLEMS ON THE USE OF HISTORICAL DATES.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide, if material is not familiar.

1. The mayor of Boston in 1830, the governor of Texas in 1850, senators for Ohio in 1812, for example, could be found in what book. and where in the article? 4:b,c.

2. a. How could an event which occurred on the 4th of March in the year 1851 be found? 1:b.
   b. On the 4th of March of last year? 8.

3. Consult the word "Dates" in the index to the World almanac, and from the "Table of memorable dates," name five important ones in different periods of the world's history. Find one of the dates in some other book.

4. a. Consult the "Chronological table of the chief events of history" at the back of Volume XI of the Century dictionary and name the centuries in which Rome was the leading influence.
   b. Consult the list of rulers and name the first king of Persia, with date; the fifth vice-president of the United States. with dates; the first sultan of Turkey, with dates.

5. Consult the index to the Reference history edition of Webster's New international dictionary under "Cuba." Glance through the points indexed and look up "education." (34-2 means page 34, second column, in the history section at the back of this edition of the dictionary.) Notice the chronological history at the end of the article.

6. To become familiar with the arrangement of a few indexes to historical dates, tell where the following could be found in as many different books as possible:

a. Ruler of France in 1465:
1:a and 1:c,2 2:b 3:c 4:d 6:a,6 7:a,b.

b. Event in England in 1649:
1:a and 1:c,1 2:b 3:b 4:a 5:a,1 6:a,6 Great Britain 7:a.

7. (Optional, but one of the most valuable exercises under each title.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject and form one or two individual reference problems.

A: SPECIAL INDEXES.

We are constantly using special indexes of some kind in our daily life, such as telephone directories, city directories, card catalogues. The fact that special indexes are also prepared for other needs of widely different natures should be kept in mind when in search for reference material.

Almost every important subject has its special index, as well as its special encyclopædia or dictionary. An English dictionary, for instance, is nothing more than an index to the words in the English language; and, indeed, the dictionary was one of the first indexes attempted; a biographical dictionary is an index to prominent persons of the world; a chemical dictionary, to chemical terms; a railroad time table to the places through which the road passes and to the times of the trains.

Indexes for large business interests and for individual firms are very extensive, and form a special feature of their own. Among such indexes are those for lawyers, bankers, insurance agencies, and an innumerable number of other interests.

An index to a large work on some subject such as important histories of special periods, or biographies of prominent persons, often reveals minor points which it might be impossible to find in any other way. The full importance of indexes to large works of this nature, which are often in several volumes, is not generally realized.

The making of a good index for a book or a set of books or for a subject is a difficult and expensive and an important piece of work. A poor or an incomplete index may mar the usefulness of the entire work. A valuable exercise, to emphasize the difficulty in making a good index, might be worked out by indexing independently a few pages of a text-book in regular use, indexed at the back, and by testing the work through the index itself. History offers a good opportunity for such an index. The making of an index to an original composition in English might also be a valuable exercise.

Family honor
In Two of them
Fox-terrier "Frisky"
In Auld licht manse
Two of them
Gilray's flower-pot
In Patten, W. International short stories v 2
How Gavin Birse put it to Mag Lowrie
In Tillyloss scandal
Window in Thrums
Cody, S. Selection from the world's greatest short stories
Inconsiderate waiter
In Two of them
Stories by English authors, London
Invalid in lodgings
In Auld licht manse
Tillyloss scandal
Is it a man
In Two of them
It
In Tillyloss scandal
Janet and the minister
In Auld licht manse
Janet's curiosity
In Auld licht manse
Jess
In Jess
Lads and lassies
In Auld licht idyls
Lady's shoe
In Two of them
Life in a country manse
In Tillyloss scandal
Literary club
In Auld licht idyls
Little Rathie's "bural"
In Auld licht idyls
Lizzie's wedding
In Auld licht manse
Mending the clock
In Auld licht manse
Tillyloss scandal
Minister's gown
In Tillyloss scandal
My brother Henry
In Patten, W. International short stories v 2
My husband's book
In Auld licht manse
Two of them
My lady Nicotine
In Better dead
Ndintpile Pont?
In Auld licht manse
Old dominie
In Auld licht idyls
Teacher M'Queen
In Auld licht idlys
Thrums
In Auld licht idyls
Tillyloss scandal
In Tillyloss scandal
Good Words 31: 29, 100
T'nowhead's Bell. *See* Barrie, J. M. Courting of T'nowhead's Bell
Two of them
In Two of them
Very old family
In Auld licht idyls
Was it a watch?
In Two of them
Window in Thrums
In Window in Thrums

Barring out, or Party spirit. Edgeworth, M.
Barring the way. Bland, E. N.
Bart Harrington, genius. Jordan, E. G.
Bartek the victor. Sienkiewicz, H.
Bartered birthright. Magruder, J.
Barum West's extravaganza. Bates, A.
Bascom place. *See* Harris, J. C. Old Bascom place
Base ingratitude of Barkis, M. D. Bangs, J. K.
Basement. Mitchell, D. G.
Basement story. Eggleston, E.
Basket maker. Austin, M. H.
Basket of Anita. Stetson, G. E. C.
Basket woman. First story. Austin, M. H.
Basket woman. Second story. Austin, M. H.
Basket woman. Edgeworth, M.
Batard. London, J.

Bates, Arlo, 1850-
Afternoon tea
In In the bundle of time
Amateur photographer
In In the bundle of time
Amateur rehearsal
In In the bundle of time
April's lady
In Book o' nine tales
Cent 31: 872
Barum West's extravaganza
In Book o' nine tales
Scrib M 4: 631
Business meeting
In Book o' nine tales
Chamber over the gate
In In the bundle of time
Comedy in crape
In Intoxicated ghost
Crime against beauty
In Atlan 92: 661
Cuban morning

The Index to short stories is arranged by authors and titles in one alphabetical order. Authors are printed in heavy type, titles in lighter type. Under the author's name appear an alphabetical list of his stories included, sub-arranged in alphabetical order by title. After the title, under author's name, direction is given for finding the story in collections.

The specimen entry taken begins with the B's, at the end of the sub-title entries under Barrie, James, though "Barrie" does not appear on the page.

Consult the first column of the entry and tell in which of Barrie's novels the story of "Lizzie's wedding" comes. In which one does "How Gavin Birse put it to Mag Lowrie" come? In what selection of short stories could the last be found?

Who is author of Barum West's extravaganza"? Consult the author, whose name appears on the same page, and give the volume, page and name for the magazine in which the story can be found. When was Arlo Bates born? Give the volume, page and name of the magazine in which his story entitled "Crime against beauty" comes.

Who is author of the story "Barring out, or party spirit"? What name would it therefore be necessary to consult to find where the story could be found? Who is author of "Base ingratitude"?

SPECIAL INDEXES THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books that are available and that apply to the subject.

1. A. L. A. Portrait index. Chicago. A. L. A. Publishing Board. $5.00.
   a. An index to portraits contained in over 6,000 volumes of books and periodicals published prior to 1905, listing about 120,000 portraits. (Portraits appearing in many of the current magazines are indexed in the Readers' Guide.)
   b: List of works indexed given at the front; includes foreign and inexpensive as well as expensive works, as its aim is to serve both a large and a small library.

c. Gives date of life of person indexed, and exact reference to volume and page containing the portrait. Key of abbreviations at the front.

2. Baker, Ernest A. A guide to the best fiction. N. Y. Macmillan. $6.00.
   a. A guide to the best novels of different countries.
   b. Classified by periods and countries.
   c. Indexed by author, title and subject.
   d. Good descriptive notes.
3. Baker, Ernest A. Guide to historical fiction. N. Y. Macmillan. $6.00.
   a. A guide to the best historical novels of the different countries.
   b. Classified by periods and countries.
   c. Indexed by author, title and subject.
   d. Good descriptive notes.
4. Granger. Index to poetry and recitations. Chicago. McClurg. $5.00.
   a. Indexes nearly 400 volumes of miscellaneous collections of poems, recitations and readings.
   b. Entered under: (1) author; (2) title; (3) first line.

From the specimen entry given below, it is evident that a copy of Woodworth's poem, Old Oaken Bucket, can be found in a number of books of selected poems which are referred to by the initials of the titles. The first one, BLP, means Beacon Lights of Patriotism; the second. BNL, Bryant's New Library of Poetry and Song; the third. CS 25, Choice Selections, number 25; etc.

The titles can be found by consulting the key at the front of the index, under the initials given. References are entered only under the title of the poem, part 2 of the index.

Specimen Entry From the Title Index to Granger. Index to Poetry and Recitations.

Old Oaken Bucket, The. S. Woodworth.—BLP-BNL, CS 25, FEP, GP, LLC, OS, 1-PPSr, PYO, SM, TAV, WCLG 1.
(Bucket, The) AA, ASL, HBP.

5. Firkins, I. T. ed. Index to Short Stories. N. Y. White Plains. Wilson. $6.00.
   a. Index to the best short story literature appearing in scattered collections; corresponding to Grainger's Index to poetry and recitations.
   b. Indexed under: (1) author; (2) title.
   c. References given only under author index.

6. Many special indexes are entered under other heads in this series of lessons, such as: magazine indexes, debate indexes, card catalogue indexes, government document indexes, date indexes, publishers' catalogue indexes, selected book indexes, etc. If the "Unites States catalogue of books in print," and its supplements are available consult them under the word "index." Catalogues are described in Group 7:B.
   a. Eastman: Index to fairy tales, myths and legends. Boston Book Co. $2.50.

7. Official guide of the railways and steamship navigation lines in the United States, Canada, Mexico, Cuba. National Railway Publishing Co. N. Y., 75 Church St. $1.00.
   a. Indexed at the back alphabetically by towns, indicating under separate lists:
      1: Water ways.
      2: Railroads.
   b. Indexed at the front under name of railroad or steamship line, usually guiding to maps and names of stations.

8. Ayer. American newspaper annual and directory. Phil. Ayer & Son. $5.00.
   a. List of American newspapers and periodicals giving:
      1. Character of publication.
      2. Price.
      3. Editor.
      4. Frequency of issue.
      5. Number circulated.
      6. Other items.
   b. Arranged alphabetically under states, then under towns; towns sub-arranged under class and trade publications, or by title.
   c. Class and trade publications listed alphabetically at the back; preceded by index to classification.
   d. Severance, Guide to periodicals also gives information.

9. Poor's Manuals. N. Y. Poor Railroad Manual Co.
   a. Three large manuals giving the history, capital stock, equipment, directors, and many other items regarding important companies in the United States. Published yearly under:
      1. Public utilites: large volume, indexed at front by name of firm. $7.50.
      2. Industrials: large volume, indexed at front by name of firm. $7.50.

3. Railroads: large volume, indexed at front by name of road. $10.00.

10. Manual of statistics: Stock exchange hand book. Similar in arrangement to Poor's Manuals, but briefer and condensed into one volume. Manual of Statistics Co. $5.00.

11. Hendricks: Commercial register of the United States. N. Y. Hendricks Co. $5.00.
    a. Indexed at the front under name of article manufactured.
    b. Guides to location and name of firm.
    c. Also gives index to firm by firm name, in late editions.

12. Moody: Analyses of investments.
    Part I: Railroads.
    Part II: Utilities and industrials.
    N. Y. Moody Investment Service. $25.00 for both parts.
    a. Arranged by name of firm.
    b. Gives rating of firms and safety of investments.
    c. Gives history of firms, manager, capital stock and other items.

13. Thomas. Register of American manufactures. N. Y. Thomas Co. $15.00.
    a. Indexed at front under name of article manufactured.
    b. Guides to location and name of firm. No other information.

14. a. Registers giving the financial and commercial rating of firms, such as the extensive ones of Dun and of Bradstreet, are for special and not general needs, and are open only to subscribers.
    b. So also are the multitude of special business and professional directories.
    c. City and telephone directories usually have at the back a division listing in alphabetical order under the name of the business, all firms engaged in such business in the city.

15. Genealogies:
    A search for references on genealogies is always for information on individual families. Sometimes valuable information can be found in the history of localities, if the family has been prominent in such locality.
    a. For American families:
        1. Munsell. Index to American genealogies. N. Y. Albany. Munsell & Son. Guides to genealogies of any American family or any part of it which have been printed either separately or embodied in other works. Arranged alphabetically under surname.

b. For English and Scottish families see:
   1. Burke's Peerage.
   2. Burke's Landed Gentry.

PROBLEMS ON THE USE OF SPECIAL INDEXES.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed to serve as a guide if material is not familiar.

1. The name of a paper devoted to the interest of "milk," for example, could be found in what guide and under what index? 8:c. Name three other points which could be found regarding the paper. 8: a, 1-6.

If the directory is available, find the price and editor of any well established publication; e. g., Republican, Springfield, Mass. 8:b.

2. Name as many special indexes as are known, such as city directories, magazine indexes, etc. 6.

3. A guide to genealogies of American families is given in what book and under what index arrangement? 15:a,1. If the family is English or Scotch, which guide should be used? 15: b, 1-2.

4. A guide to a novel which is not historical, but which is on some large topic, e. g., music, could be found in what book and under what index arrangement? 2:c.

5. If a short story, e. g., the one entitled "Ambitious guest," is included in any of a large number of collections of short stories, or in magazines, it could be located by using what guide and under what index arrangement. 5: b.

6. a. If a selection for reading or speaking, e. g., the one beginning, "Breathes there a man with soul so dead," is given in any one of nearly 400 books of selections it could be located by using what book and under what index arrangement? 4:a,b3.
   b. Which part of this index arrangement would determine where selections from James Whitcomb Riley could be found? b. 1. Which part should be used for the poem entitled, "Landing of the Pilgrims"? b:2.

7. A guide to the best historical nevels which have been written on any period of history, e. g., the time of the Crusades, could be found in what book and under what index arrangement? 3:b,c.

8. A portrait of some prominent person, e. g., Henry Clay or John Ruskin, which appeared in some magazine or book published before 1904 could be located by using what index? 1:a. Many recently published portraits are indexed where?

9. a. In what manual could the number of Bell telephone staitons for Pennsylvania be found. and under what index arrangement? No. 9:a, 1. Would investment in it be safe? 12: Pt. 11; a and b.
   b. The capitol stock of the Shredded Wheat Company could be found where? 9:a,2—12. Pt. II, a and b.
   c. The number of passenger cars owned by the Maine Central Railroad last year could be found where? 9:a,3.

10. The number of Ford cars which were produced the first year of output, and the number for the last year could be found where? 12: part 2; a, c.

11. Whether investment in bonds of the Spokane Traction Co. is safe could be determined how? 12: part 2; a. b.

12. The address of the Standard Typewriter Co., manufacturers of the Corona light weight, portable and folding typewriter, could be found how? 11: a, b., 13: a, b.

14. a. What index would guide to steamship lines which touch at different points, eg g., Toronto, Ont.? 7:a.1.
   b. Railroad lines which pass through Mobile, Alabama? 7: a, b.
   c. Main route of the Michigan Central Railroad? 7:b.

15. If one wishes to go into the business of manufacturing brooms, or paper, or boxes, or any other manufactured article, how can he determine the number and the location of firms already in the business in the United States? 11:a—13:a.

   a. After the names of the various firms are found, if he desires to learn the history and the officers and other important items of prominent ones what guides should he use? 9:a,2—10—12: part 2, a,c.

16. How could the financial rating of any individual firm be ascertained? 14:a.

17. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of as many special indexes as are available, and form one or two individual reference problems.

B: BOOK SELECTION AND PUBLISHERS.

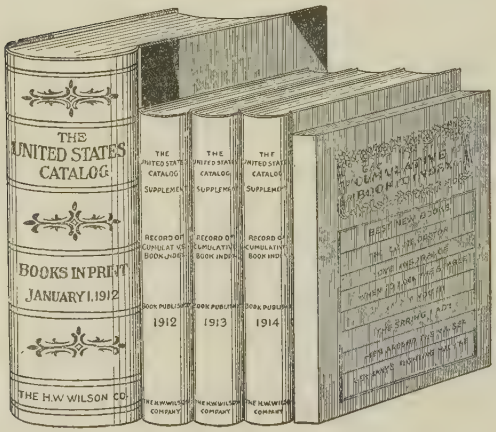
No person can possibly read more than a small fraction of even the best books and magazines that are constantly being published. We are absolutely obliged to make selections, both for ourselves and for others. Our need for selection ranges from the best picture books for children to the best books to meet the various phases of older life in stories, or travel, or history, or science, or other interests. Not many of us are so fortunately situated as to be able to see and handle large numbers of good books outside of a public library. We must therefore depend upon the libraries for much of our guidance in these matters.

One of the most valuable educational associations of recent years is the American Library Association, though few people, not connected with library work, realize the full extent of its influence. This association is largely responsible for the exceptional service we have through our excellent public library system in this country. The association publishes a most carefully prepared list of selected books to assist librarians in making a wise choice of good books for their shelves, and, to an unusual extent, lives up to its motto, "Best reading, for the greatest number, at the least cost."

Good publishers are promoters of education even as are good teachers or good schools. The effort on the part of some publishers to produce standard books at a price within the range of almost everyone, is a veritable social service. The following firms might be mentioned as among those who have made a notable beginning in this line: (Catalogue will be furnished on request).

Dutton, N. Y.—Everyman's Library. 35 cents each.
Holt, N. Y.—Home University Library, 30 cents each.
Burt, N. Y.—Home Library, 75 cents each.
Houghton, Boston—Riverside Literature Series, 15 cents each.
Macmillan, N. Y.—Standard Library, 50 cents each.
Winston, Phil.—Illustrated Handy Classics, 60 cents each.

The most important trade catalogue of books is the exhaustive one published by the H. W. Wilson company of White Plains, N. Y., under the title of "United States Catalogue of Books in Print in January, 1912." A picture of this catalogue, with its supplement, the Cumulative Book Index, and a sample page therefrom are herewith inserted by the courtesy of the publishers, to insure a better understanding of the arrangement of this valuable index. The main foundation of this catalogue, published in January, 1912, listed all books in print through the year 1911, under author, title, and subject. The catalogue is kept up to date through bi-monthly and yearly supplements. These several catalogues make it possible to find the publishers and price of any book available in the United States under author, title, or subject. The catalogue does not recommend books, but lists books which have been published.



School laws
Carroll, C:, comp. School law of Rhode Island. '14 E. L. Freeman co., state ptrs., Providence, R. I.
Connecticut. Bills relating to schools, presented to General assembly, January session, 1915. 15 Connecticut. Bd. of education, Hartford
Kentucky. Common school laws. '14 State journal co., Frankfort, Ky.
Louisiana. Public school laws of Louisiana. 9th compilation '14 Louisiana. Dept. of education, Baton Rouge
Massachusetts. Educational legislation of 1914. '14 Mass. Bd. of educ.
Massachusetts. Revised laws relating to public instruction enacted by the Legislature of Nov. 21, 1901, to take effect Jan. 1, 1902. '15 Mass. Bd. of educ.
Nebraska. Comm. to revise the school laws. Report. pa '14 Nebraska. Comm. to revise the school laws, Edith A. Lathrop, sec., Lincoln, Neb.
New Mexico. Compilation of the public school laws of New Mexico, 1914. '14 Alvan N. White, supt. of public instruction, Sante Fe, N. M.

School libraries
Chicago. Board of education. Finding list of books authorized for high school libraries. '14
Fay, L. E., and Eaton, A. T. Instruction in the use of books and libraries. *$2.25 '15 Boston bk.
Iowa. Public instruction, Dept. of, Des Moines. Reference books for the approved high schools of Iowa. '14
Michigan. Public instruction, Dept. of. Preferred list of books for district school libraries in the state of Michigan. '14 Dept. of public instruction, Lansing
Michigan. State lib., Lansing. Preferred list of books for township and high school libraries in the state of Michigan. pa '15
Minnesota. Education, Dept. of, St. Paul. School library management. '14
Newberry, M. A. Rural school library. pa '14 N. Y. Public lib.
South Carolina. Education, Dept. of. South Carolina list of books for libraries. '14 South Carolina. Dept. of educ., Columbia
Ward, G. O. High-school library. pa 10c '15 A. L. A.
White, E. V. Libraries for public schools. pa '14 Univ. of Texas

School management
McEvoy, T: J. Examination questions in methods of teaching and school management, for licenses to teach in New York city. 3d ed *$1 '15 McEvoy
Perry, A. C. Discipline as a school problem. *$1.25 '15 Houghton

School music
Dann, H. E. Third year music. *36c '15 Am. bk.
McLaughlin, J. M., ed. Intermediate song reader. 32c '14 Ginn
Myers, S. S. School music reader. *48c '15 Am. bk.
Parker, H: W: and others. Teacher's manual for first, second, and third grades. $1 '15 Silver

School plays
Painton, E. F. A. U. Graduate's choice. 15c '15 Beckley-Cardy co.

School records
Comings, W. R. Semiannual record for graded Bureau of municipal research, N. Y. Help-your-school surveys. '13
Foster, J. M. Study; the Dansville high school. pa '15 Owen, F. A.
Reed, A. Y. Seattle children in school and in industry. '15 Board of school directors, Seattle, Wash.
Wisconsin. State board of public affairs, Madison. Conditions and needs of Wisconsin's normal schools. '15

School system as an educational laboratory. Learned, W: S. pa *25c Harvard univ. press

School tactics and maze running. Crampton, C: W., and others. pa 25c Am. sports pub.

School training of defective children. Goddard, H: H. 90c World bk. co. (corr price)

Schoolhouses
Assn. of Am. Portland cement manufacturers. Concrete school houses. '15 Am. Portland cement manufacturers
Lee, R. E: Rural school buildings. '14 South Carolina. Dept. of educ., Columbia
Mills, W. T. American school building standards. 2d ed flex lea $5 '15 Franklin educational pub. co., Columbus, O.

Schools
Dewey, J: and E. Schools of to-morrow. *$1.50 '15 Dutton
Hinchman, W. S. American school. *60c '15 Doubleday

Exercises and recreations
Virginia. State normal school for women, Farmville. Training school. Course of study for the kindergarten and elementary grades of the training school. '14

Medical inspection
New Jersey. Council of education, Trenton. Report of the Standing committee on hygiene. '14

Schools as social centers
Childs, C. S. Year's experiment in social center organization. pa '15 N. Y. social center committee, 311 Madison av., N. Y.
Curtis, H: S. Education through play, p. 295-325. *$1.50; educational ed *$1.25 '15 Macmillan

Schools of mediæval England. Leach, A. F. *$2 Macmillan

Schools of to-morrow. Dewey, J: and E. *$1.50 Dutton

Schoonmaker, Edwin Davies
World storm and beyond. O 294p *$2 (My) '15 Century 15-11985

Schorger, Arlie W., and Betts, H. S.
Naval stores industry. (Bul. no. 229) O 58p il pa '15 U. S. Agric.; 15c Supt. of doc.

Schottelius, Max, 1849-
Bacteria; tr. by Herbert Geoghegan. 2d ed D xii,324p il *$3.50 '12 Oxford Agr14-1193

Schottmüller, Frida, 1872-
Work of Fra Angelico da Fiesole reproduced in 327 illustrations, with a biographical introduction. (Classics in art ser., 13) Q xx, 225p *$3.50 '13 Brentano's 15-6246

Schouppe, Rev. Francis Xavier
Adjumenta oratoris sacri; tr. by P. A. Beecher. (Pulpit themes) O xii,586p *$2.75 (*7s 6d) '15 Herder

Schrabisch, Max
Indian habitations in Sussex county, New Jersey, by Max Schrabisch; Indian remains near Plainfield, Union co., and along the lower Delaware valley, by Leslie Spier. (Bul. 13) O 107p il '15 N. J. Geol. S., Trenton

Consult the sample page from the "Cumulative Book Index," under Schottmüller, Frida, and notice that the date of the author's birth is given. What is the title of her book? To what series does it belong? What is the price of the work? Who published it, and in what year? The book has how many pages? (Q means that the book is a "Q" size in the library code, that is, large.) "XX" indicates the pages before the regular paging begins. 15-6246 is the Library of Congress card number, given only under author entries. (Explained under Group 4.) What artist is the book about? It is therefore entered again under Angelico as subject, with cross-references under both Fra and Fiesole to Angelico.

Notice under "School libraries" that a number of lists of recommended books have been prepared by public boards of city, state, and university. (Read the entries.) There are no prices affixed to these lists, for they are prepared by the particualr boards for their own use and not for general sale. Frequently they can be secured, if a need is pressing, or exchanged for other publications of other boards. Give the author, publisher and price of one book of "School stories;" of one on "Schools as social centers." Who is the author of a book entitled, "Schools of mediæval England?" Of "Schools of tomorrow?" Is the Library of Congress card number given under titles?

What is the full name of this index? It is a supplement to what catalogue? It is published how often? How could all of the books published in the United States on "School music," for example, be found? How many different volumes would have to be handled? Are there any books on this subject on the sample page?

GUIDES TO BOOK SELECTION THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. American Library Asosciation. A. L. A. Publishing Board. Chicago. Catalogues of this association are indispensable.
   a. A. L. A. Catalogue, 1904, list of 8,000 titles for a popular library. $1.00.
      1. Indexed at the back by author, subject, and title. The index does not refer to pages, but to the Dewey classification number in the lower right hand corner.
      2. List of publishers, with addresses, at the front.

b. A. L. A. Catalogue, 1904-1911; List of 3,000 titles for a popular library. $1.25.
   1. Supplement to the above; index similarly arranged.
   2. Children's books, pages 245-272; not graded.

c. A. L. A. Book list. $1.00 per year.
   1. Published monthly, except in July and August. Keeps the catalogue up to date.

2. Arnold, Gertrude W. A mother's list of books for children. Chicago. McClurg. $1.00.
   a. Annotated list of books suggestive for home, rather than for school use.
   b. Graded for children from two to fourteen years of age.

3. Baldwin. Book lover. Chicago. McClurg. $1.00.
   a. A good book about books.

4. Children's catalogue: A guide to the best books for young people. N. Y. White Plains. Wilson. $6.00.
   a. An author, title and subject catalogue of over 3,000 children's books.
   b. One alphabet; annotated; grades indicated.
   c. Based on selected library lists as indicated at the front, including standard lists which are also published separately, such as:
      1. A. L. A. lists referring especially to children's reading.
      2. Baker, F. T. Bibliography of children's reading.
      3. Hewin's, Charlotte. Books for boys and girls.
      4. Pittsburgh Carnegie Library, Children's lists.
      5. Wisconsin lists, referring to children's reading.
      6. And other valuable lists.
   d. The first edition includes in part two, an index to St. Nicholas, for volumes 28-36. The second edition excludes this feature, leaving it for a separate index, as volumes 1-27 of this magazine are indexed separately.
   e. The United States Bureau of Education has issued a list of 1,000 books for children, which can be secured free by teachers. Books are graded and classified.

5. Kroeger, Alice B. Guide to the study and use of reference books. Chicago. A. L. A. Publishing Board. $1.25.
   a. Supplements keep it up to date.

6. Kroeger, Alice B. and others. Aids in book selection. Chicago. A. L. A. Publishing Board. 15c.

7. Lists of books suited to a High School Library. United States Bureau of Education. Bulletin, 1913, No. 35. 15c.
   a. Prepared by the University High School, University of Chicago.

b. Purpose of each book in the list carefully designated; that is, whether intended for reading, for reference, or as a text book.

c. Arranged by subject, well indexed at the back; preferences indicated by stars.

8. Richardson, Charles. Choice and use of books. Putnam. $1.25.
   a. A book about books with many practical suggestions regarding the choice and the use of books in general.

9. Potter, M. E.. ed. United States catalogue of books in print in January, 1912. N. Y. White Plains. Wilson Co. $36.00.
   a. Gives publisher and price of every book which was in print in the United States in January, 1912. Continued by bi-monthly and yearly supplements, under the title of "Cumulative Book Index."
   b. Arranged under author, title, subject, and series, in one alphabet.
   c. At the back is given an alphabetical list of publishers, with full addresses.

10. Book review digest. N. Y. White Plains. Wilson Co.
   a. Devoted to the evaluation of current literature. Gives extracts culled from literary and scientific journals and indicates whether favorable or unfavorable by a plus or a minus sign.
   b. The list of periodicals from which digests are made serves as a guide to the magazines which are considered the most reliable for book reviews.
   c. Published monthly, since 1905; cumulated twice a year.

11. Bibliography in scattered books. In addition to the above lists the student should bear in mind that guides to good books can be found:
   a. At the end of articles in good general encyclopædias, and in encyclopædias and dictionaries of special subjects.
   b. In most good text-books of the subject desired.
   c. In most good special works on the subject desired.
   d. In many books giving bibliography only of some special subjects, such as history, for example.
      1. Cannon, H. L. Reading references for English history. Chicago. Ginn.
      2. Channing and Hart. Guide to American History. Chicago. Ginn.
      3. Andrews, Chas. M. Bibliography of history for high school libraries. N. Y. Longmans.
   e. The card catalogue of the local library will often reveal bibliographies.

f. The Library of Congress has a special department of bibliography, and has published many very complete lists, books in foreign languages included.

g. The Department of the Bureau of Education will prepare bibliographies on educational subjects upon request, if the topic is an important one.

h. A pamphlet by Isadore Mudge on bibliographies is published by the A. L. A. Publishing Bd., Chicago, for 10c.

i. A Bulletin of bibliography is issued quarterly by the Boston Book Company.

12. Many local Boards of Education, State Boards of Education, Normal Schools, publishers and other bodies issue lists of books for various needs.

13. Library commissions, located at state capitals, frequently publish valuable lists, usually free to schools of the state and sold very reasonably outside of the state. The following are especially good: Michigan, Minnesota, New York, Oregon, Wisconsin.

14. a. Each large publishing house issues a list of its own publications, usually under author, subject, series, etc. These separate catalogues, just as issued by the respective firms, are arranged alphabetically by the firm name, and are bound together every year under the title of "Publishers' Trade list annual." Issued by the Publishers' Weekly, of New York.

b. The Publishers' Weekly, of New York, issues a weekly list of current books published.

PROBLEMS ON THE USE OF GUIDES TO BOOK SELECTION.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them, for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide if material is not familiar.

1. A complete list of all the editions of Shakespeare's plays in print in the United States, could be found in what catalogue and in what supplements? 9:a,b. A large entry like Shakespeare has many sub-headings. Individual plays would be sub-arranged alphabetically; all separate editions of Hamlet, for example, would come under sub-division "H." If the catalogue is available, find the cheapest edition of Hamlet.

2. A summary of book reviews, from many different sources, on books published since 1905, can be found in what way? How is a favorable review indicated? An unfavorable one? 10:a.

3. A recommended book for a child, in the folk-lore of Indians, for example, could be found in what list, and how does the list suggest about what age a child would be likely to enjoy it? 4:b.

4. Books on leading subjects, which have been recommended by the American Library Association could be found arranged under the ten main divisions of the Dewey Library classification in what catalogue and what supplements? 1:a,b,c. Name these ten divisions either from memory or by consulting Table 3, under Group 4: A.

5. Lists of books for special needs are frequently published by what bodies? 12 and 13.

6. Name two books which give bibliographies for history only. 11:d;1,2,3.

7. Where are lists of books likely to be given in good encyclopædias? 11:a. Books of what other nature often give selected references? 11:b.

8. Name two good books about books. 3 and 8.

9. Where could the address of a publisher, (e. g., E. P. Dutton), be found? 1:a;2. 9:c.

10. How could the price of any book in print in the United States be found? 9:a.

11. What firms make a point of publishing standard works at reasonable prices?

12. To determine whether Spanish books are published by Macmillan, or Heath, or Ginn, what catalogues should be consulted? 14:a.

13. Find the authors and titles of a few good books on costumes. 1:a,b,c. 11:a-e.

14. Name several good lists of children's books upon which the Wilson Co. based their children's catalogue. 4:c;1-5.

15. What educational bureau will prepare bibliographies on educational subjects of importance, if requested? 11:g.

16. Explain the "United States catalogue of books in print" and its supplements. If it is available, examine it under the following heads, glancing through the entries and naming the first entry and the last: Arithmetic, dictionaries, year-books, cyclo-

pædias; encyclopædias. Under "Bible," there are probably more books listed than under any other one subject. Count the pages under "Bible—Whole," "Bible—O. T." (Old Testament), "Bible—N. T." (New Testament).

17. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

GROUP 8:
A. PUBLIC DOCUMENTS, UNITED STATES.
B. STATE PUBLICATIONS.
C. CITY PUBLICATIONS.

A: PUBLIC DOCUMENTS.

A Few Important United States Government Publications.

Public Documents include publications of the nation, state, county and city. Many reports and special pamphlets issued by these governing bodies contain much very valuable material. Every citizen should be familiar with the general nature and purport of these publications. The vast majority of them, however, pertain to statistics, detailed local matters, laws, and other interests by far too cumbersome for examination except by those personally concerned. Reference work among public documents is a branch by itself.

The statement below is taken from the back of a "Price list." "Price lists" are explained under number 11.

The government of the United States is the greatest of all publishers of scientific works. It employs thousands of scientists, who are engaged the year round in making researches and investigations in all branches of agriculture, in geology, in mining, in electricity, in chemistry, in astronomy, in engineering, in aviation, in preventive medicine, in foresty, in irrigation, and in almost all other branches of scientific inquiry.

The results of all these activities from the most comprehensive and effective organization ever known are constantly reduced to print and poured out in an incessant flood from the largest printing works in the world.

These publications of the government printing office at Washington constitute the public documents of the United States.

The greater number of them are sold by the superintendent of documents, located in the government printing office. The government did not establish this sales office for the purposes of profit, but as a public convenience. The prices charged cover only paper and printing, no charge being made for the services of the statesmen and scientists who are the authors of the astonishingly varied books, pamphlets, periodicals, and maps, and no commissions being allowed to anybody. The documents even have the freedom of the mails and are sent without cost.

The only condition is that payment be made in advance of shipment. The superintendent of documents is not authorized to supply free copies, and it is useless to ask him to do so. Frequently, however, individuals, libraries, schools and other bodies that

need these publications for public use can secure them free from a congressman or from the bureau or department issuing them, so long as the free lists last. These publications are never advertised nor placed in book stores for sale.

The work of the United States government is divided into ten departments as follows:

1. Agriculture
2. Commerce
3. Justice
4. Labor
5. State
6. Interior
7. Navy
8. Post Office
9. Treasury
10. War

Most departments are subdivided into bureaus and divisions each branch of which publishes valuable reports and statistics pertaining to its own subject. A complete file of these reports constitutes between three and four hundred large volumes for every Congress.

Most of them are issued in two forms:

1st. By the department or bureau or both under which the report is prepared.

2nd. As a "Congressional document;" that is, a document passed by Congress, numbered in a series as "House" or "Senate" document and bound in large volumes numbered consecutively for each Congress.

Each department, bureau and division has its own method of indexing, which is supplemented and unified in a series of catalogues, published, one for each congress, since 1895, and known as the "Document catalogue." This catalogue is to the United States government publications what the Readers' guide, and other magazine indexes, are to magazine articles. Its great value is not appreciated as fully as it should be. As the catalogue indexes practically everything, by subject and author, the list necessarily contains much material which is of little or no service to the general public, as well as much that is of great value. Each month all of the current reports are indexed, under departments, in the "Monthly catalogue."

Specimen Entry Under Mosquitoes, in Volume 10 of the Document Catalogue.

Mosquitoes.

Currie, D. H. Mosquitoes in relation to transmission of leprosy (with bibliography). (In Public Health and Marine Hospital Service. Public health bulletin 39. Sept., 1910. p. 3-19.)

What is the title of the article? What office issues it as bulletin number what? What date? How many pages does it contain? Articles are also indexed under author; under what name, therefore, would this, and any other articles for this catalogue by this author, appear? What does "with bibliography" mean?

The next article under "mosquitoes" gives as one of the references the following: S. doc. 822, p. 239-250. 61st. Cong., 3d sess., in v. 61; 5919. This refers to Senate document number what? pages? Congress and session? Volume for this Congress? 5919 is the large serial number on the back of the volume, regardless of the Congress.

One of the entries under "Beans" reads as follows:

Beans.

Dubois, W. L. Analyses of canned peas and beans, showing composition of different grades. Mar. 28, 1910. 9 p. (Chemistry Bureau. Circular 54.)

Under what Bureau was it issued? As circular number what? And at what date? How many pages in the article? What subject is of as much importance in the article as "beans"? It would, therefore, be entered again under what other word? What entry will it have besides subject; and, therefore, under what name?

A FEW IMPORTANT UNITED STATES GOVERNMENT PUBLICATIONS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books, that are available, and that apply to the subject.

1. Agricultural Department.
   a. Year book. Indexed by subject at the back, and also in Document catalogues.
   b. Farmers' bulletins. Indexed in the Document catalogue. Both a and b are indexed in the Readers' guide.
   c. Monthly list of publications of this department.

Special Helps From This Department, Other Than Publications.

(Usually accompanied by printed lecture; loaned to schools or libraries for transportation charges.)

The Office of the Secretary, Interior Department, has a collection of 83 photographs of national parks, in color, of a size to cover a 250-foot wall space in single tier.

The Forest Service, Department of Agriculture, has several special sets of colored lantern slides for educational use.

The Forest Service also has a special collection of 44 large mounted photographs on "The Forests of the United States, Their Use and Preservation," prepared as a traveling exhibit.

The Office of Experiment Stations, Department of Agriculture, has prepared a series of 14 lecture syllabuses, each lecture being illustrated with from 45 to 50 lantern slides, on such subjects as the care of milk; potato diseases, etc.

This department is also preparing a series of lectures dealing with instruction in agricultural schools.

Lantern slides showing photographic views and plans of modern high school library rooms may be borrowed from the librarian, Bureau of Education, Washington, D. C.

2. Bureau of Education.
   a. Annual report of the Commissioner of Education. 2 vols.
      1. Gives valuable statistics and articles on education.
      2. Indexed at the back of each volume.
   b. Bulletins, issued at frequent intervals. Below are mentioned a few. A complete list is given at the back of each bulletin.
      1. Monthly record of current educational publications; indexes books, chapters in books, magazine articles, reports of special societies, and other publications which pertain to educational subjects, if they have appeared currently.
      2. 1911. *No. 15. Educational system of China as recently reconstructed. Harry E. King. 10c.
      3. 1912. *No. 7. Educational status of nursing. M. Adelaide Nutting. 10c.
      4. 1913. -No. 47. Teaching material in Government publications. F. K. Noyes. 10c.
      5. 1914. No. 14. Vocational guidance.
      6. 1914. No. 43. Educational directory, 1914-15. Yearly.
      7. 1915. No. 8. Present status of the honor system in colleges and universities. Bird T. Baldwin.
      8. 1915. No. 23. The teaching of community civics.
      9. Home education division offers a course of study which can be taken by anyone desiring it, free of charge. Ten courses have been outlined as follows: The great literary bibles; Masterpieces of the world's literature; A course for parents; Miscellaneous reading for boys; Miscellaneous reading for girls; Twenty-five books of great fiction; Some of the world's heroes; American literature; Biography; History.

The bulletins which are marked with a star can no longer be supplied free by the Bureau of Education, but can be purchased for the price indicated from the Supt. of Documents.

3. Bureau of Labor Statistics.

The publication of the Annual and Special Reports and of the bi-monthly Bulletin has been discontinued, and since July, 1912, a Bulletin has been published at irregular intervals. Each number contains mainly statistics devoted to one of a series of general subjects, such as:

Wholesale prices.
Retail prices,
Wages and hours of labor in different industries,
Women in industry,
Workmen's insurance and compensation,
Industrial accidents and hygiene.

4. Census abstract. An abstract of large volumes of the complete census; a complete census is taken every ten years.
   a. The index at the back is classified under the subjects of the full census, and sub-arranged alphabetically under each classifications, as:
      1. Population, sub-arranged alphabetically under first state, then county, then town.
      2. Agriculture, sub-arranged alphabetically under topics, such as grain, land, etc.
      3. Manufacturers; industries, sub-arranged alphabetically under name of industry.
      4. Manufacturers; subjects, sub-arranged alphabetically under name of articles manufactured.
      5. Mines and Quarries, sub-arranged alphabetically under minerals, etc.
   b. State supplements: details for separate states are appended in individual state supplement editions.

5. Congressional directory.
   a. Directory of the members of Congress; official duties of the departments of the government; foreign consuls; many other items connected with the government.
   b. Contents in the front, arranged alphabetically, to serve as an index.

6. Congressional record.
   a. A daily record of the speeches and proceedings of Congress while it is in session. Gives congressional debates.
   b. Indexed every two weeks; index fully cumulated every Congress.
   c. Action taken regarding Senate or House bills can be traced by their numbers at the back.

7. Statistical abstract.

   a. A valuable yearly abstract of statistics compiled by the government.

   b. Indexed at the back.

8. Document catalogues:

   a. Very large catalogues, one for each Congress, giving in alphabetical order by subject and author a guide to what has been published by the United States government for the Congress indicated on the back; issued since 1895.

   b. Continued monthly by the "Monthly catalogue," which keeps it up-to-date, but which is arranged by departments instead of alphabetically by subjects; indexed at the front.

   c. Check-list. A complete list of documents arranged by departments.

9. Street directory of the principal cities of the United States. Names of streets arranged in one alphabetical order, under which is given an alphabetical arrangement of the cities which have a street by that name. Serves to show what cities have streets by certain names, and thus to make it possible, under some conditions, to deliver a letter if the name and number of the street is correct, but if the name of the city or state has been carelessly omitted.

10. Reports which are of special popular value are indexed in the Wilson magazine indexes; Readers' guide; Industrial arts; Public affairs. (Reports indexed in each are indicated at the front of the respective guides.)

11. "Price lists." Classified catalogues. Each subject forming one pamphlet. They are sent free upon application to the Supt. of Documents, Washington, D. C. Below are given a few titles, with a few entries under each, to illustrate the range of subjects treated, and the extremely low prices. There are about 75 price lists in all.

    Price List, 51. Health, disease and sanitation.

    Examples.

    Disinfectants. Some common disinfectants. (Farmers' bulletin 345.) Paper, 5c.
    Headache mixtures. Harmfulness of. (Farmers' bulletin 377.) Paper, 5c.
    House flies. (Farmers' bulletin 459.) Paper, 5c.

Price List, 11. Foods and cooking.

Examples.

Cheese and its economical uses in the diet. (Farmers' bulletin 487.) Paper, 5c.

Cost of food as related to its nutritive value. Pages 387 to 400. (In Agriculture Year-book, 1902.) Price of entire vol., 85c.

Meat, Economical use in home. (Farmers' bulletin 391.) Paper, 5c.

Price List, 31. Education.

Examples.

Industrial education. 822 pp. (25th Labor Report, 1910.) Paper, 55c; cloth, 70c.

Indoor recess, injurious effect of overheated dwellings. (Public Health Report, supplement 2.) Paper, 5c.

Games. Social plays, games, marches, old folk dances, and rhythmic movements for use in Indian schools. (Indian Office.) Paper, 10c.

Miscellaneous publications issued from the heap of documents.

Hodge, F. W. Handbook of American Indians. 2 parts. $1.50 each.

Information concerning some of the principal navies of the world. 5c.

Fifty common birds of field and orchard, 15c. Arbor day, 15c.

12 Leypoldt, Edwin. Handbook of United States public documents. N. Y. White Plains. Wilson. $1.00. A good general explanation of the different publications of the United States government.

13 The A. L. A. monthly book list gives valuable current public documents. The A. L. A. catalogue, 8000 volumes, gives a valuable list, just preceding the index.

PROBLEMS ON THE USE OF CERTAIN UNITED STATES PUBLICATIONS.

Answer all general questions with reference to the books listed. Look up the information for the examples mentioned, if the books are available, if not, and add a record of other books and documents you have for the same or similar problems, always giving the

date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide if material is not familiar.

1. Any material which the United States Government has prepared on any subject is indexed, since what date, in what catalogue? How frequently are these catalogues published? How are they kept up to date monthly? 8:a,b.

2. The text of any speech or debate made in congress would be published in what publication? 6.

3. Statistics on educational matters, for example, how many high schools, or colleges, or teachers, or pupils attending school, there are in the United States could be found in the annual report of what bureau? 2:a. How could the name of the principal of a large high school be found? 2:b,6.

4. The complete census of the United States is taken how frequently?

a. How many large volumes were required to print the returns of the last census?

b. Under what name has the most important material from each of these volumes been condensed and published in one volume? 4.

c. How is the index to this volume arranged, to indicate from what large volumes the report is condensed? 4:a;1-5.

5. A guide to articles, or reports, or books, published within the last month or two on educational matters could be found in what publication of what department? 2:b,1.

6. The Department of Agriculture publishes the results of many scientific investigations on agricultural interests. Some of the results of scientific study on "apples," for example, would be found in what year-book? 1:a.

7. To become somewhat familiar with the range of information included in two important abstracts:

a. Consult the index of the condensed yearly summary, and name any ten entries, each one under a different letter. 7:a,b.

How many dozens of eggs were sold in the United States according to the abstract consulted?

b. Consult the classified index of the condensed summary made every ten years, under manufacturers (industries), and name any ten entries, each one under a different letter. 4.

c. Find also

Number of Japanese in the United States. 4:a;1.
Gallons of milk consumed in 1909. 4:a;2.

Amount invested in the manufacture of soap. (Why more in 1899 than in 1909?) 4:a;3.

Similar information for yearly reports could be found in what abstract?

8. The name of any congressman, or of any foreign consul, or of the head of any department or bureau of the government of the United States, for example, the head of the Children's Bureau, could be found in what directory? 5:a,b.

9. Important bulletins and reports from several of the bureaus and departments of the government are indexed in what series of magazine indexes, published by what firm? 10.

10. Action taken by Congress on any bills, and debates concerning them, can be found by using what publication? 6:a and c.

11. Would it be possible to deliver a letter addressed to 10 Clarence Place, with no city or state? 9.

12. What is the largest publishing house in the world?

13. What are "Price Lists?" How are they secured? Name two, giving the title, publishing bureau, and price of some one article under each. 11.

14. What Bureau prepares valuable statistics and information on labor? Name three bulletin subjects under which separate bulletins are issued. 3.

15. If a list of United States documents on some one subject, e. g., health, or foods, or education, is desired how can it be obtained? 11.

16. A valuable pamphlet on teaching material in United States government publications can be secured for what price from the office of the Supt. of Documents? 2:b,4.

17. What bureau has undertaken a plan of home education in a course of study under its direction? 2:b,9.

18. (Optional, but one of the most valuable exercises under each group).

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

B: PUBLIC DOCUMENTS.

A Few Important State Pulbications.

Many of the publications of the several departments of the different state governments, like those of the United States government, are of general and scientific value, and issued under departments and commissions. One should be familiar with the nature of the work done by these several departments and should occasionally examine reports and publications from the various boards and commissions in order to know the kind of information which can be obtained through them.

A FEW IMPORTANT STATE PUBLICATIONS THAT SHOULD BE KNOWN.

Examine the books listed, if possible; if not, make an effort to keep in mind the purpose and the arrangement of each one, as a fortification for future needs. Add good books that are available and that apply to the subject.

1. "Manual" or "Blue Book," or "Red Book," or "Register," or some similar title, is used for a one-volume state publication, usually issued bi-annually, giving a general survey of the work of the state issuing it. The items included differ slightly in different states but each one would probably contain:
   a. Constitution of the United States.
   b. Its own state constitution.
   c. Members of the United States Congress.
   d. Members of its own state legislature.
   e. Items of concern in each of its own counties.
   f. State institutions.
   g. Officials in prominent state positions.
   h. Usually well indexed at the back.
2. Reports and special publications from all of the several departments of each state are listed every month by the Library of Congress, under the title, "Monthly list of state publications." These are indexed at the end of the year under author and subject.
3. Reports and publications from such state boards and commissions as the following should be recognized as sources for much valuable information:
   a. Report of Labor Commission.
   b. Report of Library Commission.

c. Report of Bank Commission.
d. Report of Dairy and Food Commission.
e. Report of Insurance Commission.
f. Report of Fish Commission.
g. Report of Board of Agriculture.
h. Report of Board of Education.
i. Report of Board of Health.
j. Report of Board of Corrections and Charities.

4. Each state has its own laws published separately, and indexed.

PROBLEMS ON THE USE OF CERTAIN STATE PUBLICATIONS.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them, for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide if material is not familiar.

1. All reports from all states on all subjects are listed monthly by what library, and indexed by author and subject how frequently? 2.

(These reports and publications have a wider range than is generally supposed, as would be seen by consulting this index under such words as "milk," "flies," "birds," "music," "books.")

2. Any special report on labor conditions, such as wages paid, accidents from machinery, conditions of factories, etc., would probably be given through what commission? 3:a.

3. Any publications of educational interest, such as the conditions of rural schools, would come through which Board? 3:h.

4. Any scientific study of health, such as the condition of the water supply, or danger from contagious diseases, or impure food, would be issued by what Board? 3:i.

5. Any special lists of books prepared for libraries or for special needs, would be published by what Commission? 3:b.

6. Any special statistics or topics on insurance would be prepared by what commission? 3:e.

7. Judges of the Supreme Court of a state could be found in what book? 1:g.

8. The senators and representatives from different districts of the several states could be found in what book? 1:d.

9. The different institutions supported by a state could be found in what book? 1:f.

10. The county superintendent of schools could be found in what book? 1:e and 3:h.

11. State constitution could be found where? 1:b.

12. Members of the United States congress could be found where? 1:c.

13. The law of any state regulating fire escapes on public buildings, could be found by consulting what word in what compilation? 4.

14. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available report or book pertaining to the subject, and form one or two individual reference problems.

GROUP 8:
A. PUBLIC DOCUMENTS, UNITED STATES.
B. STATE PUBLICATIONS.
C. CITY PUBLICATIONS.

C: PUBLIC DOCUMENTS.

A Few Important City Publications.

The publications of a city government, like those of the states and nation, are issued in the form of reports or special pamphlets under different departments or boards. They are of great value for local history and statistics. One should be familiar with the character of the information given by them.

A FEW IMPORTANT CITY PUBLICATIONS THAT SHOULD BE KNOWN.

Examine the reports listed, if possible; if not, make a strong effort to keep in mind the purpose and the arrangement of each one as a fortification for future needs. Add good books, that are available and that apply to the subject.

1. Reports of the different departments of the city government are usually kept on file at local public libraries.
   a. No complete index for the publications of different cities, corresponding to state publications indexed by the Library of Congress, is prepared, though the New York Public library has made a start in this direction.
   b. The Municipal Journal, 50 Union Square, N. Y., publishes an index to articles pertaining especially to cities.

2. Reports of the different boards, such as the following, will give a fair estimate of city reports:
   a. Public Lighting Commission.
   b. Fire Commission.
   c. Board of Education.
   d. Board of Health.
   e. Water Commission.
   f. Police Commission.
   g. Poor Commission.
   h. Public Library Commission.
   i. Park Commission.

3. Many cities publish a small manual, giving general information concerning city boards and city management. Free.

4. Though a city directory is not an official publication of a city, it is a necessary guide; and that it contains a vast amount of miscellaneous information should be realized. City directories of local places are usually arranged under four heads:
   a. Alphabetical list of all residents, with addresses.
   b. Alphabetical list of all streets, sub-arranged under house numbers, intersecting streets indicated. Streets on city maps are indexed on the plan of an atlas index.
   c. Alphabetical list of business occupations, usually following the street guides.
   d. In some city directories, miscellaneous information is given at the front of the volume; in others it is given at the back. In either case an alphabetical index, or contents, may be found for such topics as:
      1. Officers in city government.
      2. Location of churches, schools and other important buildings.
      3. Members of important city boards.
      4. Many other important miscellaneous items of interest.
      5. Pocket maps, with street guides are published in separate inexpensive form, usually for 25c.

The accompanying specimen pages are taken from the Detroit City Directory as indicated. Consult the one for "Index to miscellaneous information," and name the pages in the directory which would contain the following points:

Hospitals of the city.
Ferries of the city.
Courts.
Foreign consuls.
Churches.
Aldermen.
Amusement places.
Fire Department.

Under "Board," name the different ones; under commission, the different commissions.

Where in the Detroit Directory is this index to be found?

Do cities usually have a corresponding section?

Specimen Entry at the Front of Detroit City Directory Under

INDEX TO MISCELLANEOUS INFORMATION.

	Page
Aldermen	41
Allgemeiner Arbeiter Bund of Michigan	127
Allgemeiner Arbeiter Frauen Bund of Michigan	127
American Insurance Union	127
American Woman's League	127
Amusement, places of	3058
Ancient Order of Gleaners	127
Ancient Order of Hibernians	127
Ancient and Honorable Order of the Blue Goose	128
Apartment Houses	3058
Army of the Phillipines	128
Associated Charities of Detroit	128
Asylums, Hospitals, Homes, etc.	62
Banks and Bankers	51
Belgian St. Charles Society	128
Benevolent and Protective Order of Elks	128
Board of Aldermen	41
Board of Commerce	59
Board of Education	42
Board of Estimates	42
Board of Health	42
Board of Library Commissioners	43
Board of Poor Commissioners	43
Board of Trade	59
Board of Water Commissioners	45
Boulevard Commissioner	43
Brotherhood of American Yoemen	128
Builders and Traders' Exchange	59
Catholic Mutual Benefit Ass'n	128
Catholic Order of Foresters	128
Cemeteries	52
Churches and Sunday Schools	52
City Government	41
City Officers	41
City Physicians	43
City Plan and Improvement Commission	43
Clubs	117
Commercial Organizations	59
Common Council	41
Commissioner of Parks and Boulevards	43
Commissioner of Public Works	43
Commissioners of Sinking Fund	42
Constables	60
Consular Corps Resident in Michigan	60
Convents	106
County Officers	50
Court of Honor	129
Courts	60
Creamatories	61
Custom House	61
Daughters of St. George	129
Daughters of Scotland	134
Degree of Honor	129
Department of Buildings	43
Department of Parks and Boulevards	43
Department of Public Works	43
Detroit Board of Commerce	59
Detroit Brokers' Assn.	59
Detroit Butter and Egg Board	59
Detroit Convention and Tourist Bureau	59
Detroit Firemen's Fund Assn	129
Detroit Funeral Directors Ass'n	59
Detroit Hotel Assn	59
Detroit Jewelers' Board of Trade	59
Detroit Museum of Art	43
Detroit Produce Exchange	59
Detroit Real Estate Board	59
Detroit Retail Grocers' Assn	59
Election Districts	45
Federal Offices	61
Ferries	43
Fire Department	43
Foreign Consuls	60
Foresters of America	129
Fraternal Order of Eagles	130
German Mercantile Benefit Ass'n	130
Grand Army of The Republic	130
Grand United Order of Odd Fellows	131
Historiographer	44
Home Guards of America	131
Hospitals, Asylums and Homes	62
House of Correction	43
Improved Order Knights of Pythias	131
Improved Order of Heptasophs	131
Improved Order of Red Men	131
Incorporated Companies	63
Independent Order of B'nai B'rith	131
Independent Order of Foresters	131
Independent Order Free Sons of Israel	132
Independent Order of Odd Fellows	132

TECUMSEH ROAD (Ecorse) from W Jefferson av south to the river, first west of Great Lakes av.

TEFFT AV, from Joy av north, northwest of city limits.

TENTH, from 436 W Jefferson av north to Michigan av. Paved with brick to Fort, with cedar from Fort to Howard, and with brick from Howard to Michigan av.

Fort (438) intersects.

47 Cull Louisa Mrs
50-54 Mannausa S O Printing Co
50-56 Ingram F F Co, mfg chemists
51-57 Puritan Machine Co
" Pilgrim Scale Co

Lafayette blvd (410) intersts

74 Spaulding Mary Mrs
76 Hawley Louis D

Howard (328) intersects.

98 Bissell John
100 Soncrant Earle E
102 McKervey John T
104 Tune Albert H
106 Butterfield Arthur E

Abbott (318) intersects.

107 Smith Wesley A
108 Henryes Nettie Mrs
112 Baird Floyd H
" Haupt James E
" Mattis Howard J
" Vause Thomas
114 MacLulich Donald
" Metcalf Lee
" Owen Charles
" Schneider Emil O
116 Decker Charles H
" Doose Edward J
" Leary Thomas A
" Young Helen
121 Coughlin John

Porter (264) intersects.

141 Currier Calvin M
143 Casey Charles
145 Naylor Le Roy
146 Prosser David W
149 Elliston Arthur

Labrosse (202) intersects.

165 Archer Frederick
166 Huber Homer C
167 Brenner Frederick J
168 Howard James

Baker (135) intersects.

185 Baker Charles H
187 Kuhn Harry, contr
189 Bogen Emanuel
191 Todd Elbert R

Leverett (101) intersects.

210 Steinhauser Emma
217 Cochell John D

Church (52) intersects.

s w cor Carhartt Hamilton Mfr (Inc), clothing

Michigan av (489) intersects.

THADDEUS, from 155 West End av west to Dearborn av.

2 Ridley Henry F Rev
" Ridley Wm
n s St Mark's Episcopal Mission
16 Bullis Amasa H
17 Juhasz C Mrs, notary
18 Freeland Hilton
21 Chall Frederick
22 Irwin John, carp
23 Schonschek Frederick
24 Freer John
28 Taylor Fred L
30 Loranger James A
34 Gregory John S

Boyer av ends.

35 Anderson August
37 Burdeno Thomas L
38 Rolf Minnie E Mrs
39 Ferris Albert R
41 Ash Frank O
42 Lark A Edward
43 Welday Thomas F
45 Monshor John
46 Edwards Thomas B
49 Hays Archibald F
50 Conniff Michael J
51 Boston Alexander S
53 Meyer August F
54 Wagner John H
57 Schmidt Henry F
58 Bastien John H
64 Fisher Edward H

Ford av (57) intersects.

70 Moloney Mary Mrs
73 Patee Clyde E
74 McCool James R
76 Burk James C, contr
" Trombly Russell A
77 Lillow John W
79 Bridgman Wm F
80 Van Nest Bert
82 Ashley Clarence D
" Ashley & Smith, electns
83 Moehl Henry A
84 Davis Robert
86 Murphy Frank
88 Gustin Wm E
89 Koester Frederick
92 Boston Henry J
96 Teeters Wm D
98 Skowron Charles
" Wilcox Robert
101 Snetsinger Jane Mrs
104 Bewley Wm C
105 Miles Wm H
106 Schmitt Eva Mrs
109 Lindberg Andrew
111 Wellar Charles F
112 Fay Lewis F
115 Cobaugh Jacob L
116 Dorgau Stanley
" Johnson James
" Kebel Michael
117 Crissey Carl M
118 Guire Jesse
119 Daston James A
122 Gubanyi Joseph
123 Bidinger Peter
124 Lehnhardt Charles
127 Cleveland John
128 Affelt John T
129 Vacant
130 Cummings Charles F
131 Gabnaji Joseph
134 Frommert Anton
135 Kandatz Julius
" Romanofski Carl
136 Bridgman Wm E
139 Brown Lydia Mrs
140 Ditton John
141 Floyd George W
145 Pribiro John
146 Drouillard Louis
147 Biro John
148 Grundel Julius
150 Shimko John
154 Snyder Edward G

D T & I R R intersects.

164 Sherman Wm
166 Howe Herbert D

Dearborn av intersects.

THEODORE, from 768 John R east to Field av. Paved with cedar to Russell.

67 Brainard Charles E
69 Wilson W Warne Rev
80 Mack Virgie N
" Wheeler John H
84 Holdridge David G
" Vandenbergh Ora H
89 Hulett Orren S
90 Fuller John J
94 Diton Wm T
96 Oak Charles F
98 Gospard Marguerite
100 Lichtenberg Phillip H
102 Webber Charles
104 Brazell Anna Mrs
106 Green Wm
108 Mercer Clementina Mrs
109 Palmer Jonathan jr
110 Farewell George W
110 Weber Joseph
111 Harvie Millie O Mrs
112 Bersey John S
113 Johnson Robert A
114 Barlow Adolph
115 Downie Robert
" Jennick Caroline, nurse
116 Carpenter Bruce
117 Wright John M
118 Cowsky Benjamin
119 Barnes Martha Mrs
" L'Hommedieu Carrie B
121 Lee Charles E
123 Skinner Frederick G
s e cor King's Hospital

Brush (1010) intersects.

152 Jageriskey Annie C Mrs
154 Fitzsimmons Joseph
158 Rivett Byron J
" Stead Harry J
160 Green Robert W
" Mueller John J
165-7 **Pontiac Flats**
" Farrell Catherine
" Farrell Lillie
" Parker Isabel M Mrs
" Robinson George C
" Scarlett Wm H, janitor
" Warner Edward L
167 Hirschfeld Edward
" McDonald Lottie Mrs
" Miner Thomas

Beaubien (1033) intersects.

175 Williams Wm
176 Rowe Harry
177 Hopkins Michael B
" Johnson Stanley
178 Veale Aubrey W
179 Allison David
" McCredie Ellen S Mrs
180 Resch Oscar E
181 Winter Louise Mrs
182 Mack Wm E
185 McCredie Ellen S Mrs
186 Malcolm T Walker Rev
187 Vacant
188 Friedman George L
189 Berman Frank
192 Freyse Wm F
193 Horwitz Marks
194 Bauslaugh Frederick H
" Bauslaugh Harry E
196 Brown Walter
198 Fink Morris L
199 Buedingen Wm
200 Marx Arthur
201 Dunm Earl
202 Schram Harry
" Molin Samuel
204 Bruce David
205 Wesolowski Peter J
215 Trim Norman B
216 Wilson Walter J jr
217 Ettenheimer Raymond E

St Antoine (1000) intersects.

223 Thompson Mary M Mrs
225 Weinstein Samuel
227 Lipson Harry
229 Goldman Wilfred L
231 Moskowitz Wm M
235 Kolarik Mary Mrs
236 Kraizinger Phoebe Mrs
238 Krawitz Hyman
239 Pesick Frank J
242 Stoddard Benjamin J
243 Russell Samuel H
244 Harris George R
246 Ricard Martha C Mrs
248 Kinnisten Edward J
250 Nold Edward
252 Meurer John J
254 Malsbury Cassius M
256 Bowie George W
257 Wright B Frank
258 Durand Joseph
260 Goebel Charlotte Mrs
" Goebel Pauline, dresmkr

Consult the specimen page of street and avenue guide from the Detroit City Directory under Theodore Street, and tell where it begins and where it ends. It is paved to what street, and with what kind of pavement? Notice that the numbers of the houses are arranged in order, each one followed by the name of the resident. Between numbers 123 and 152 what street intersects, and at what number of the intersecting street? 204 Theodore street would be nearest to what cross street?

Name the streets which intersect Tenth Street. Does any one live at 129 Thaddens Street?

In what part of city directories is the street and avenue guide usually entered?

PROBLEMS ON THE USE OF CERTAIN CITY PUBLICATIONS.

Answer all general questions with reference to the books listed. Look up the information for the example mentioned, if the books are available; if not, and old editions or other books are convenient, use them, for the same or similar problems, always giving the date or edition if it affects the value of the information.

Numbers refer to books listed, to serve as a guide if material is not familiar.

1. A report of the work and expense of any department of a city government along any of the following lines could probably be found by consulting what reports?

   a. Number and cause of fires? 2:b.
   b. Number and cause of arrests. 2:f.
   c. Cost of lighting the city. 2:a.
   d. Number of teachers employed in the city. 2:c.
   e. Expense of sustaining the parks of the city: 2:i.
   f. Number of books in the Public Library. 2:h.
   g. Number of cases of contagious diseases. 2:d.
   h. Amount of water used by the city. 2:e.

2. The location of any school in a city could be found by using a city directory under what index arrangement? 4:d;2.

3. Aldermen and mayor of any city could be found where? and under what index arrangement? 4:d;1.

4. The number of grocers or tailors, or any business in a city, could be found where? and under what index arrangement? 4:c.

5. Examine any city report which may be available and explain the character and arrangement of the information given, and give some one point in detail as an illustration.

6. Examine a city directory and explain the arrangement of material, giving some one point in detail as an illustration.

7. What journal indexes subjects pertaining to city problems? 1:b.

8. (Optional, but one of the most valuable exercises under each group.)

As this work is intended for a drill in the arrangement of reference material, and not for exact information, make an independent analysis of some available book pertaining to the subject, and form one or two individual reference problems.

REFERENCE PROBLEMS FOLLOWED BY A NUMBERED KEY.

The object of these problems is to emphasize the fact that information for different needs is usually classified. It is more important in a drill of this nature to be able to name quickly the book in which the point suggested could be found than it is to find the information itself.

A Key, indicating a few books in which the information could be found, follows the list of problems and is numbered to correspond with them, thus serving as a guide if the material is unfamiliar or if time is closely limited.

Do not use the Key unless it is necessary, and do not think that the information is confined to the books suggested only, as often the same information can be found in too many different books to make it profitable to list them all. This is especially the case with information of a nature to be found in general encyclopædias or in a variety of year-books.

1. Guides to many magazine articles by author or subject since 1900.
   e.g.- Any article by Brander Matthews, or any article on Easter, in leading magazines since the above date.
2. Meaning of prominent phrases in foreign languages.
   e.g.- Sine qua non.
   A piacere.
3. List of all books published in the United States on any subject, giving publisher and price.
   e.g.- Books on debates, or holidays, or algebra, or games.
4. Officers of prominent societies.
   e.g.- a. Secretary of the American Federation of Labor.
   b. President of the Federation of Women's Clubs (National).
5. Members of United States Congress.
   e.g.- A Senator from Texas; a Representative from Ohio.
6. Brief mention of prominent standard works of literature.
   e.g.- Samson Agonistes.
7. Cities that have the commission form of government.
   e.g.- Which state has the largest number of cities so governed?
   Find five cities so governed. How is the list arranged in the books consulted?

8. Books published during the past year.
   e.g.- a. A complete list.
   b. A partial list.
   c. A selected list for libraries; classified.
   d. Selected reviews.
9. List of past rulers of different countries.
   e.g.- a. First king of the House of Bourbon in France.
   b. Last ruler of the House of Lancaster in England.
   c. Ruler of China in 1664.
10. Farmers' bulletins of the United States government are indexed where?
   e.g.- Bulletins on cucumbers or eggs.
11. Historical maps—drawn to reveal changes of national possessions at different stages.
   e.g.- The Empire of Alexander the Great (Macedonian) at its largest extent.
12. Legal holidays.
   e.g.- Is Arbor Day a legal holiday in all of the states?
13. Illustrations of common things.
   e.g.- A horse, or a printing press, or a castle.
14. List of vice-presidents of the United States.
   e.g.- Vice-president during Van Buren's administration; 1837-1841.
15. List of presidents of the United States.
   e.g.- President in 1832.
16. Prices of most of the popular magazines.
   e.g.- a. Publisher's price of the North American Review.
   b. An agency, giving reduced prices.
17. Progress of the year.
   A. In arts or sciences:
   e.g.- Any event of the year under one of the following heads:
   a. Astronomy.
   b. Drama.
   c. Engineering.
   d. Music.
   e. Medicine.
   f. Philosophy.
   g. Labor.
   B. Events in individual countries.
   e.g.- Spain, or Brazil, or China.

18. Index to a work in more than one volume.

e.g.- a. Usually found where?

b. Name ways of sub-arranging entries in indexes.

c. Ways of indicating important pages, such as by a star, a dash, or heavy type.

d. Abbreviations used in indexes, especially ib. (or ibid); sq. or seq; passim; ff. or f.

e. The difference between the arrangement of an index and that of a Table of contents.

f. Name several different kinds of indexes such as author, first line, etc., especially in collections of poems.

19. History, equipment, financial standing, and many other items regarding any railroad in the United States.

e.g.- a. Number of miles of road operated by the Missouri, Kansas & Texas R. R. Co.

b. Number of tons of freight carried on it last year.

20. Under what United States commission has a course for home study been outlined, and how should inquiries be addressed?

21. Mayors of Cities.

e.g.- a. Mayor of Cincinnati in 1876.

b. Present mayor of Cincinnati.

22. Common expressions.

e.g.- Inference from a reference to "Joe Miller." (under Joe).

23. Perpetual calendar making it possible to find on what day in the week an event occurred if the day of the month and the year are known.

e.g.- The Declaration of Independence was signed July 4, 1776. On what day in the week did it occur?

24. Business equipment, directors, history, of any firm in the United States operating industrial interests.

e.g.- a. Date of incorporation of the Atlas Portland Cement Company.

b. President of same.

25. Record of the past year's events in calendar order.

e.g.- a. Any event which happened in February of last year.

b. Any prominent person who died last year.

26. Examine condensed tables of styles of architecture for different periods of the world in the latest Standard and Webster dictionaries (under architecture).

    e.g.- a. Name one of the main characteristics of ancient Egyptian architecture.

    b. Compare the arrangement of the tables in the two dictionaries.

27. List of counties in any state.

    e.g.- A county in Maine, or Indiana, or Oregon.

28. Cabinet officers of past administrations.

    e.g.- Head (secretary) of the Department of the Interior in Johnson's administration, 1865-69.

29. Local city expenses.

    e.g.- Cost to any local city for operating its schools last year, or its parks.

30. Statistics prepared by the United States, revised yearly.

    e.g.- a. Number of telegrams sent by the Western Union Telegraph Company last year.

    b. Number of establishments engaged in the manufacture of buttons.

    c. Number of trunks exported from the United States last year.

    d. Estimated loss by fires in the United States last year.

    e. What state in the Union had the greatest number of commercial failures last year?

31. Coats of Arms of various nations.

    e.g.- What is the central figure of the coat of arms of Norway?

32. Dictionaries.

    a. Name the three leading dictionaries.

    b. Mention several reference points given in recent dictionaries aside from the meaning, derivation, etc., of words.

    c. Do dictionaries indicate irregular plurals? (If no plural is indicated is it formed by adding an "s" to singular?)

33. State Constitution.

    Where could the constitution of any state be found?

34. Size of the armies and navies of the world.

    e.g.- Number of ships in the United States Navy.

35. How to find popular poems in books of selections when only the first line, the title or the author is known.
    e.g.- a. Author and title of poem beginning with, "'Twas the night before Christmas."
    b. Name two collections in which it could be found.
36. Describe the World almanac as fully as possible.
    e.g.- Consult the index and name one item under each letter.
37. Mythological stories which have been treated in art and literature.
    e.g.- A poem and a painting embodying allusions to Orpheus.
38. Reformed spelling.
    e.g.- a. Reformed spelling for philosophy, debt, doubt.
    b. "Tung" is the reformed spelling for "tongue." Is it a recent form or an old form revised?
39. Abbreviations.
    e.g.- Meaning of q. v.; op. cit.; R. S. V. P., F. R. S.
40. Indebtedness of nations and cities.
    e.g.- a. Debt of Pittsburgh.
    b. Of Brazil.
41. A yearly record of sports.
    e.g.- Base ball records for the past year.
42. Common phrases.
    e.g.- a. "Rob Peter to pay Paul."
    b. "Rain cats and dogs."
    c. "Pig in a poke."
43. Varieties of fruits; tabulated.
    e.g.- Name three varieties of plums, or oranges not previously known.
44. Schools in the United States for special needs.
    e.g.- a. Schools for the deaf.
    b. Library schools.
    c. Agricultural schools.
45. Symbolic meaning of certain flowers.
    e.g.- The wild rose.
46. Where can a copy of the United States Constitution be found? The constitution of any modern nation can be found in Dodd, Modern Constitutions, 2 vols. Chicago University Press.

47. Suggestions for special day celebrations.
    e.g.- a. A program for Dickens' birthday.
    b. Arbor day.
48. Commercial interests of different nations.
    e.g.- Amount of coffee imported into United States last year.
49. Kind of money used in foreign countries, and its equivalent in American money.
    e.g.- Coin in Russia which approximates our quarter.
50. Index to current scattered articles on public affairs.
    e.g.- Articles on juvenile courts.
51. Copy of, and signers of, the Declaration of Independence.
52. Genealogies:
    a. American families.
    b. English and of Scotch families.
    c. Royal families of England or France.
    d. Mythological characters in classical mythology.
53. Names of firms engaged in certain kinds of manufacturing.
    e.g.- A firm engaged in manufacturing brushes. (Name kind of brush.)
54. Postal information.
    e.g.- Parcel post rates for books.
55. Historical events which happened on certain days of the year.
    e.g. An event which happened July 4th in 1754; 1789; 1804; 1876.
56. Statistics of the religions of the world.
    e.g.- a. Number of Mohammedans at the present time in the world.
    b. The strongest religious denomination in the United States.
57. Prominent people of the United States, arranged by locality.
    e.g.- Two prominent men of Phoenix, Arizona.
58. Name an association whose aims it is to give, "The best books to the most people at the least cost." What abbreviation is usually given to it?
59. Biographical references for important persons.
    e.g.- Charles Darwin, or Sir Isaac Newton.
        a. Brief—Dictionaries; (Dates only in Webster).
        b. Encyclopædias.
        c. Biographical dictionary.
        d. Individual.

60. Mining activities of the past year.
    e.g.- How much gold, silver or coal was mined last year?
61. Condensed report of the United States census by charts.
    e.g.- a. Which state has the largest investment in the confectionery industry? Which the smallest?
    b. In what part of Florida has the population decreased most rapidly for the census period 1900-1910?
62. Condensed reports of the last United States census, by figures.
    e.g.- a. According to the 1910 census, how much money was invested in the manufacture of soap?
    b. What reason is given for the report of a larger number of esatblishments in 1899 than in 1909?
    c. How many people are engaged in the United States in the manufacture of writing ink? Of printing ink?
63. Yearly summary of action of State Legislatures on important subjects.
    e.g.- a. By subject; has any state taken important legislative action on factories or education during the past year?
    b. By state; did Idaho take any important legislative action last year, and on what subjects?
64. History, equipment, directors, financial standing, and many other items regarding any important company in the United States operating public utilities.
    e.g.- a. The total reservoir capacity of the Denver Union Water Company.
    b. Number of passengers who rode on the Detroit United Railway last year. (For b. see also McGraw Electric Railway Manual, McGraw Publishing Co., N. Y.)
65. Selected books for libraries.
    e.g.- a. Name two or three good lists of books for high school libraries.
    b. Graded lists for children.
    c. Recommended lists for public libraries.
66. Flags of different nations.
    e.g.- What is the central figure in the flag of Persia?
67. Signal flags.
    e.g.- a. What is the color of the flag for the letter "Q" in international signal code?
    b. What is the color of the weather flag for rain or snow?

68. Topography of a country.
    e.g.- A feature regarding the land of Spain.
69. City maps.
    e.g.- Where could an outline map of Cleveland be found?
70. Current events as recorded in newspapers.
    e.g.- Large bequests (gifts) during the past few months.
71. Chronological outlines of European and American literature.
    e.g.- A prominent writer of history in France, Great Britain, and America during the nineteenth century.
72. Governors of states.
    e.g.- a. Governor of Texas preceding the present one.
    b. Where was he educated? What is his home address?
    c. Complete list of Texas governors.
    d. Salary of Texas governor.
73. A United States copyright can be secured how?
74. Report of industrial education in United States.
    e.g.- Are there any schools in Cleveland, Ohio, giving industrial education?
75. Consuls or Ministers in relation to foreign countries.
    e.g.- a. United States consul to Bolivia.
    b. Consul from Sweden to the United States.
76. Trolley lines which run through towns in the United States.
    e.g.- A trolley which runs through Toledo, Ohio.
77. County officers.
    e.g.- Commissioner of education or of roads in Mecostca County, Michigan.
78. Prominent institutions supported by the State.
    e.g.- Has Alabama a school for the blind?
79. An index to state publications.
    e.g.- State publications on birds, or factories, or music, or milk, or flies.
80. An idea of the general outline of the subject treated in a book can usually be found by consulting what part of it?
81. Antonyms. (Words opposed in meaning.)
    e.g.- Antonym for array.
82. Detailed points of population in the United States.
    e.g.- a. Number of babies under one year of age in Rochester, N. Y., at the last United States Census.
    b. Number of persons in the United States 100 years of age or over; number between 20 and 24.

83. Order of precedence in British State Affairs.
    e.g.- What official follows the king and queen in State ceremonies?
84. Magazine index confined to articles on industrial subjects.
    e.g.- Carpentry or chemistry.
85. Population of prominent cities in the world, revised yearly.
    e.g.- The population of the tenth largest city in the United States.
86. Largest publishing house in the world.
    e.g.- a. What book has the largest issue of any book published of its size?
    b. Where are articles in this book indexed separately?
87. Present members of the President's Cabinet.
    e.g.- The Secretary of Commerce.
88. Prominent characters in standard fiction.
    e.g.- In what work of literature does "Cordelia" appear?
89. Address of publishers.
    e.g.- E. P. Dutton, Publisher of "Everyman's Library."
90. State flowers.
    e.g.- The state flower for Arkansas.
91. Length of any important river in the world.
    e.g.- The Danube River.
92. An atlas is usually indexed under what plan of cross-reference?
    e.g.- Guide numbers for the location of the Falkland Islands in the index to the Century atlas (or any other atlas).
93. Colonies and colonial possessions of different nations.
    e.g.- The colonies of Spain.
94. What is the most exhaustive language dictionary ever prepared?
95. Debates.
    e.g.- Guide to material for a debate on socialism or some other important question of public affairs.
96. Library classification.
    e.g.- a. What is the plan on which the majority of libraries in the United States are classified?
    b. A book classified under "821" would be a book of what? If it were a copy of Burns' poems, what would follow the 821?
    c. Name the ten main divisions of the decimal classification.
    d. What does 4 stand for, if feasible, when related to a subject?

97. A handbook giving brief summaries of important persons, allusions, periods, etc., arranged mainly under the decimal classification.

e.g.- A brief summary of the development of law; important jurists of the world; form for a will.

98. The editor, price, circulation, and other items regarding any paper or magazine published in the United States.

e.g.- a. The price of the Chicago Tribune; its editor; its circulation.

b. Editor of the Century magazine.

99. Magazine articles on a dramatic subject.

e.g.- Articles on the plays of Synge.

100. Shakespeare quotations cited.

e.g.- How could the play, act, scene and line be found for the following: "You shall perceive how you mistake my fortunes; I am wealthy in my friends."

101. Index to novels, giving a brief statement of their general trend.

e.g.- a. Novel on the time of Charles II., of England.

b. Novel dealing with politics, or finance, or law.

102. Animals native to a country.

e.g.- Animals native to Peru.

103. Authors of familiar quotations.

e.g.- "Give me liberty or give me death."
"Some books are to be tasted, others to be swallowed, and some few to be chewed and digested."
"All hope abandon, ye who enter here."

104. Origin of hymns.

e.g.- "Nearer my God to Thee."

105. List of books which a library contains arranged by author, subject or title.

e.g.- a. Has your local library a copy of Chas. F. Richardson, "Choice of books"?

b. Has it other books on the subject of reading?

c. Has it a copy of a book entitled, "Conspiracy of Pontiac"?

d. In what part of the card is the "call number" entered?

106. Exhaustive index to United States Government Publications.

e.g.- Reference to some government publication on potatoes, or birds, or Alaska.

107. List of prominent universities and colleges in the United States, with their location, presidents and number of students.

e.g.- a. President of Harvard University.

b. Number of students.

c. Number of volumes in the library.

108. Index to short stories.

e.g.- a. In what collection of short stories does the one entitled, "Love in old clothes" came?

b. In what magazine did it first appear?

109. Describe, as fully as possible, the American year-book; read most of preface, and main headings in Table of Contents.

110. Sources for bibliography.

e.g.- a. Prohibition.

b. Queen Elizabeth, or her era.

111. Synopsis of important works.

e.g.- a. An outline of Dickens' "Old curiority shop."

b. Of the "Tempest" by Shakespeare.

c. Of the opera "Rheingold" by Wagner.

112. Plain on which the Readers' guide to periodical literature is cumulated.

e.g.- How many months are included in the February issue? In the March issue? In the April issue? In the May? In the June? In the July? In the August? In the September? In the October? In the November? In the December?

How many December issues constitute a large volume?

How many volumes have been published?

With what year does volume one begin?

113. Index to magazine articles from practically 1800-1900.

e.g.- a. Is this index arranged under author as well as subject?

b. How many volumes in the series?

114. Index to book reviews.

Examine any issue and give for any book mentioned, author, title, publisher. Indicate names of magazines reviewing it favorably. (A plus sign is used for this purpose; a minus sign means an unfavorable opinion.)

115. Hydrography of a country.

e.g.- Features of lakes and rivers in Italy.

116. Police records.
e.g.- Number of arrests in any local city and the cause of each.

117. Biblical quotations cited:
e.g.- How could the book, chapter and verse for the following be found: "Cast they bread upon the waters; for thou shalt find it after many days."

118. Condensed immigration reports.
e.g.- a. Immigration by periods in condensed form.
b. Immigration yearly.
c. Immigration in census reports.

119. City directory.
e.g.- a. Number of lawyers or grocers, or physicians in any local city.
b. Between what streets an address comes.
c. Location of any church in a local city.
d. Members of the park commission.

120. Which encyclopædia indexes all places on all of its maps?

121. Location and name of firms engaged in the manufacture of certain products.
e.g.- a. Names of two firms manufacturing dog collars in the United States.
b. Which index sub-arranges manufacturers of dog collars alphabetically by name of firm? Which by state, town and firm?

122. St. Nicholas magazine is indexed where?

123. National Educational Association proceedings are indexed separately by author, where?

124. Safety of investments.
e.g.- Is investment safe in: Montana Power Co.; Pacific Gas & Electric Co.?

125. Great leaders in different lines of the world's work.
e.g.- A list of prominent musicians or lawyers of the past can be found where?

126. Popular trade names.
e.g.- A general estimate of the number of firms in the United States whose names begin with "National," or "Eureka," or "Acme."

127. Pensions.
e.g.- Total amount spent by the United States government for pensions.

128. Price lists of the publications for sale of the United States government.
e.g.- A list of publications on food.

129. Inspection of labor conditions in different states.
e.g.- One or two orders issued to factories in Michigan for greater safety.

130. Significance of many Christian names.
e.g.- Agnes, or that of any individual whose Christian name has a special significance.

131. Quotations.
e.g.- a. By subjects: birthdays, or flowers, or patriotism.
b. By author: Milton, or Pope, or Tennyson.

132. Authors of books when only title is known.
e.g.- Author of Pelham, or the adventures of a gentleman.

133. Weights and measures.
e.g.- Explain the arrangement of the tables in both the New Standard and the Webster New International dictionaries, under "weight" and under "measure."

134. Superintendents of city schools.
e.g.- The superintendent of schools in Columbus, Ohio.

135. What is the purpose of a preface to a book?
e.g.- Read, if available, the last paragraph of the preface to Hoyt, Cyclopædia of quotations, and tell whether Biblical quotations are included or excluded, and the reason.

136. Duties of the departments of the United States government.
e.g.- Name a duty of the Bureau of Navigation under the Department of Commerce.

137. Speeches and actions of the United States Congress are preserved in what official publication? How frequently is it issued?
e.g.- a. Speech by Richard Hobson on Liquor Traffic in 63d Congress, 2d Session.
b. Some action or remark during same session on woman suffrage.

138. If an index contains any special features of its own, where would a note explaining them probably be entered?

139. Rulers of different countries of the world, revised yearly.
e.g.- The present president of China.

140. Printed cards for a card catalogue can be secured where?

141. Routes in the United States of prominent transportation lines.
e.g.- a. Railroads: One passing through Portland, Maine.
b. Steamship companies: for same point.
c. Trolley lines: for same point.

142. Officials in prominent state positions.
e.g.- Judge of the Supreme Court of the State of Montana.

143. State seals.
e.g.- Seal of the state of Wisconsin.

144. Symbols for orders of Knighthood.
e.g.- a. Symbol for English order of St. Michael and St. George.
b. Which dictionary gives the mottoes also?
c. Where can the translation of the mottoes be found?

145. College colors.
e.g.- College colors for Yale.

146. Index to portraits in scattered publications.
a. Before 1895; e.g., Thackeray.
b. After 1900; e.g., Jane Addams.

147. Present address of prominent living people.
e.g.- The present address of Paderewski.
Of Dr. Robert Bridges, poet laureate of England.

148. Articles and stories appearing in serial form in magazines.
e.g.- "Up from slavery," by Booker T. Washington, appeared in the Outlook in 1900-1901. The volumes and pages can be found how?
How could the publisher and price of the book in bound form be obtained?

149. The following words are commonly used in reference work. The meaning of each one should be known.

addendum (addenda)
anon (abbreviation)
anonym
annotation
antonym (synonym)
appendix
bibliography
commentary
concordance
cross reference
edition de luxe
epitome
etymology
excerpt
facsimile
fauna
flora
gazetteer
homonym
hydrography
ibid (ib.)
necrology
passim
pseudonym
quod vide (q. v.)
synopsis
topography

150. Name good guides or indexes for the following purposes.

a. Index to United States government publications.
b. Biographical dictionary.
c. Newspaper annuals; English annuals.
d. Encyclopædia for young people.
e. General atlases; historical atlas; classical atlas; literary atlas.
f. Biographical annuals.
g. Gazetteer
h. Index to novels.
i. Catalogue of books in print.
j. Guides to business firms in the United States.
    a. Arranged under the name of the firm.
    b. Arranged under the name of the business.
k. Index to portraits.
l. Indexes to magazine articles.
m. Guide to investments.
n. Index to state publications.
o. Dictionary of proper names.
p. Concordances.
q. Encyclopædia annual.
r. Abstract of statistics published yearly by the United States government.
s. Classical dictionary.
t. Index to articles on current public affairs.
u. Annual published by the Department of Agriculture of the United States government.
v. Index to newspapers and magazines published in United States.
w. Index to books in the local library.
x. Special encyclopædias: pertaining to; government; music; education; social reform; agriculture.
y. Guides to dates.
z. Guide to the correct spelling, pronunciation, derivation and use of all words in the English language; to common phrases; classical phrases; important proper nouns; abbreviations, and many other items.

KEY TO THE PRECEDING PROBLEMS.

The information can often be found in books other than those listed either here or in groups.

1. Readers' guide to periodical literature.
2. Dictionaries.
3. United States catalogue of books in print and supplements.
4. a. and b. World almanac (under name of society in index at front.) (Try other almanacs.)
   Educational directory. (United States Bureau of Education.)
5. American year-book, index under Congress.
   Congressional directory: alphabetical contents at front.
   Most state manuals.
   World almanac. (Try other almanacs.)
   New interantional year-book; under United States.
6. Brewer, Reader's handbook.
   Warner, Library of the world's best literature; in synopses, preceding index to set.
   New international encyclopædia; enters many titles to important works, characters in fiction, etc.
   Americana encyclopædia; enters many titles to important works, characters in fiction, etc.
   Encyclopædia Britannica, use of index necessary.
   Century, cyclopædia of names.
7. American year-book; index under commission.
   New international year-book; under municipal.
   World almanac; index under commission. (Try other almanacs.)
8. a. Cumulative book index. (See also Library of Congress list of copyright books.)
   b. American year-book; index, literature.
   New international year-book; literature.
   World almanac; index, books.
   c. A. L. A. Book list.
   d. Book review digest.
9. a., b. and c. Harper, Book of facts, end of article. (See also Haydn, Dictionary of dates.)
   Little, Cyclopædia of dates; index.
   Reference history edition of Webster's New international dictionary; index.
10. Document catalogue.
    Readers' guide to periodical literature.

11. Century atlas; front.
Shepherd atlas; contents, Macedonian empire.
Everyman, Literary and historical atlas of Europe. (Macedonian.)
Dow, Atlas of European history; contents, Greek world.
Cram: Atlas; at the back.

12. World almanac. (Try other almanacs.)
Standard dictionary; under holidays.

13. Dictionaries contain numerous illustrations.

14. World almanac. (Try other annuals.)
Statesman's year-book; index, United States. (Note sub-alphabetizing of index.)
Century dictionary, Vol. XI; back.
Many state manuals.

15. Same as number 14; add New Standard Dictionary; under president; back of Webster's New international dictionary.

16. a. Readers' guide to periodical literature; list at the front.
b. Grumiaux—Leroy, N. Y.
Hanson—Bennett, 223 W. Jackson Blvd., Chicago.
Moore—Brockport, N. Y.
McClurg—Chicago.
McDonald, Miss Theo.—Detroit.
H. W. Wilson Co., White Plains, N. Y.

17. A. a-g. American year-book, index.
New international year-book, alphabetical.
Britannica year-book, index.
Hazell's annual; index, at front.
World almanac and other almanacs give some information though very brief.
B. Same as A: add Statesman's year-book, index under county.

18. a. At the back of the last volume.
b. Order in which pages come; alphabetical by topic.
c. Also f or ff., et seq. (sq.)
d. Meaning given in dictionaries.
e. Index is alphabetical; contents is in order of material in the book.
f. Also title, subject.

19. a. Poor's railroads; Moody, investments, railroads; Manual of statistics.
b. Same as a, except last.

20. United States Bureau of Education, Washington, D. C.

21. a. Harper, Book of facts; end of article.
b. World almanac. (Try other almanacs.)

Local city directory frequently gives a list of past mayors; official city report of mayors, sometimes gives complete list.

22. Dictionaries.
New international encyclopædia.
Americana encyclopædia.
Brewer; Phrase and fable; Brewer's Reader's handbook.

23. Dictionaries:
Webster's New international under perpetual.
New Standard under calendar.
Little, Cyclopædia of dates, at the front.
Whitaker almanac; index, calendar.

24. a. and b. Poor: Industrials.
Moody; Industrials.
Manual of statistics.

25. a. World almanac; index, "events." (Try other almanacs.)
Whitaker almanac; index, "calendar."
American year-book; index, "chronology."
b. Some books enter this data under "necrology."

26. Explains itself.

27. Rand atlas; back of each state map, under counties. (Try other atlases.)
Lippincott's Gazetteer.
State manuals.

28. Harper, Book of facts, under United States, each administration.

29. City annual report of respective boards.

30. a-e. Statistical abstract, index at back, under subject.

31. Dictionaries. (Encyclopædias give selected plates; try also heraldry.)

32. a. New Standard; Webster's New international; Century.
b. See question 150, Z.
c. Yes.

33. State manual.

34. World almanac. (Try other almanacs.)
Hazell's annual; index, navy.
Statesman's year-book; index, United States, sub-alphabetized.

35. Granger, index to poetry.
a. Under index to first lines.
b. Under title index, referring to key at front for meaning of initials used.

36. Explains itself.

37. Gayley, Classic myth; Text and also paragraphs in the commentary referred to by "c" or "com." in index.

38. a. New Standard Dictionary; under current spelling.
    b. Both the New Standard and the Webster New international. (Standard uses a dagger, Webster, "obs.," to indicate obsolete words.)

39. Dictionaries.
    A limited number are entered in encyclopædias under the word "abbreviation."

40. a. World almanac, index cities. (Try other almanacs.)
    b. Same as a.; also, Statistical abstract.
    Statesman's Year-book; index Brazil, sub-alphabet, debt.

41. World almanac; index under either baseball or sporting records. (Try other almanacs.)
    New international year-book; under baseball.

42. Dictionaries.
    Brewer, Phrase and fable.

43. New Standard Dictionary; under plum or orange.

44. a., b., c. Educational directory of Bureau of Education.
    Report of Commissioner of Education. (Try index in each volume.)
    (c, also in United States Agricultural year-book.)

45. New Standard Dictionary; flowers.
    New international encyclopædias; flowers, gives a few.

46. World almanac. (Try other almanacs.)
    Cyclopædia of American government.
    New Standard Dictionary.
    State manuals of most states.

47. a. Examine books listed under Group 5D, especially Hazeltine, Anniversaries and holidays, and McCurdy, Bibliography of holidays.
    b. Same as a.; add Document catalogue and Schauffler, Arbor Day.

48. World almanac. (Try other almanacs.)
    Statistical abstract.
    Agricultural year-book.
    Statesman's Year-book; index under United States, sub-alphabet commerce.

49. International year-book. (coin.)
    Dictionaries; coin.
    Statesman's Year-book; index under name of county, subdivision, money.
    World almanac. Index money. (Try other almanacs.)

50. Index entitled, "Public affairs information service," published weekly by H. W. Wilson Co., White Plains, N. Y.

51. World almanac. (Try other almanacs.)
New Standard Dictionary.
Most state manuals.

52. a. Munsell; Index to American genealogies, under sur-name of family.
b. Burke's Peerage or Landed gentry.
c. Pleötz, Epitome of history.
Century dictionary, volume XI, at the back.
d. Gayley, Classic myths, at the back.

53. Hendricks, Commercial register of the United States. Indexed by article at the front.
Thomas, Register of American manufacturers. Indexed by article at the front.

54. World almanac. (Try other almanacs.)
Map of zones in Rand's Commercial atlas, at front.
(Covers to stamp books give much general postal information.)

55. New Standard Dictionary; Literary Digest edition only; at the back.

56. a. World almanac. (Try other almanacs.)
b. International year-book, under religion.
Statistical abstract; index under religion.
American year-book; index under religion.
Reference under a.

57. Who's who in America; geographical appendix at the back.

58. The American Library Association. (A. L. A.)

59. a, b and c explain themselves.
d. End of articles in good encyclopædias.
A. L. A. catalogues.

60. World almanac. (Try other almanacs.)
New international year-book, under each item.
Whitaker almanac, index at front.
Hazell's annual, index at front.
American year-book, index at back.
Britannica year-book, index at back.

61. Statistical atlas of the United States census.
a. Index to illustrations at the back, under confectionary.
b. Index under word, "increase," sub-division Florida.

62. a and b. Census abstract, index at the back, under manufacturers, (industries) second page reference; items subarranged alphabetically. After soap, a small superior number calls attention to a footnote.
    c. Follow general directions for "a" above, under ink.

63. a and b. American year-book; index, under subject and state.
    New International year-book.
    Legislation on educational subjects is also given in the report of the Commissioner of Education; (try index in each volume).

64. a and b. Poor's Manual, or Moody's Investments, volume for public utilities; index at front, under firm name.

65. a. List published by United States Bureau of Education.
    Lists prepared by Minnesota, Oregon, Wisconsin, Michigan, and other State Library Commissions.
    Selections from the A. L. A. catalogues.
    b. State Library Commission lists as for "a."
    Lists used as a basis for the Wilson Children's catalogue, as given at the front of same.
    c. A. L. A. catalogues.

66. Dictionaries.

67. a and b. Dictionaries.
    World almanac. (Try other almanacs.)

68. Encyclopædias: sub-topic "Topography."
    Gazetteers.

69. Encyclopædias: Americana, New international.
    Rand McNally atlases.
    Local city directory.

70. "Information," a digest of current events, issued monthly.
    "Street's Pandex," a digest of current events; issued monthly.
    New York Times index.
    London Times index.
    Public affairs information service.

71. Century dictionary, volume XI; at the back.

72. a. World almanac for year desired. (Try other almanacs.)
    b. Who's who in America.
    c. Harper, Book of facts, end of article.
    New international encyclopædia, end of article.
    State manual.
    d. World almanac. (Try other almanacs.)
    American year-book.
    New international year-book.
    State manual.

73. Dictionaries and encyclopædias, under copyright.
Cyclopædia of American government.
Cyclopædia of social reform, Bliss.
World almanac.

74. Report of Commissioner of Education, index in each volume. Follow up cross-references.
Report of industrial education in 25th report of United States Labor bureau.
Report of local Board of Education. most reliable.

75. World almanac. (Try other almanacs.)
Congressional directory.
New international year-book, under United States, diplomatic service.

76. Rand-McNally, Commercial atlas of United States. Index on back of state map of Ohio, towns, sub-alphabet Toledo, followed by letter guiding to name of road at end of index.
McGraw, Electric railway manual.

77. State manual.
Commissioners of education are also given in educational directory of the United States Bureau of Education.

78. State manual.
Educational directory. (United States Bureau of Education.)
Report of United States Commissioner of Education; try index in each volume.

79. Index to state publications, issued monthly by the Library of Congress.

80. Table of contents.

81. New Standard Dictionary.

82. a. Full census reports. Volumes for population, sub-arranged by subject, (ages), then by state, then by city.
b. Given also in Census abstract; index population, subdivision, ages.

83. Whitaker Almanac, under precedence in index at front.

84. Industrial arts, published by the H. W. Wilson Co., White Plains, N. Y.

85. World almanac. (Try other almanacs.)
See also the Statistical abstract and the Census abstract.

86. a. United State Government Printing Office, which issues as one of its publications the United States Agricultural year-book.
b. Document catalogue.
Readers' guide to periodical literature.

87. World almanac. (Try other almanacs.)
Congressional directory.
Statesman's Year-book; index, under United States; government.
New international year-book, under United States.

88. Dictionaries, including Century dictionary of names.
New international and Americana encyclopædias.
Brewer, Reader's handbook.

89. United States catalogue of books in print, at the back.
A. L. A. catalogue, at the front.
Publishers' trade list annual; in alphabetical order by firm name.

90. World almanac. (Try other almanacs.)

91. Gazetteer.
Dictionaries, including Century dictionary of names.
Encyclopædias.

92. First number in the alphabetical index usually refers to map number, second and third to numbers or letters at top and side of map, near the intersection of which the place can be found.

93. Statesman's Year-book; index, Spain; sub-alphabet, colonies.
Gazetteer: encyclopædias.

94. Murray, New English dictionary. (Oxford dictionary.)

95. Bliss, Cyclopædia of social reform; also bibliography at end of article.
Cyclopædia of American government; also bibliography at end of article.
American year-book; also bibliography at end of article.
Public affairs information service; an index for current topics; published weekly by the Wilson Company.
The H. W. Wilson Co., of White Plains, N. Y., rent articles for debates. Information on request.

96. a. Dewey or decimal classification.
b. English poetry; "B" stands for Burns, followed by numbers representing "ur" the second and third letters (821:B95)

c.

000	General Works	500	Natural Science
100	Philosophy	600	Useful arts
200	Religion	700	Fine arts
300	Sociology	800	Literature
400	Philology	900	History

d. Essays.

97. New Century book of facts.

98. Ayer; Newspaper annual.

99. Magazine subject-index.

100. Shakespeare concordance.

101. a. Baker, Guide to historical fiction. Index.
b. Baker, Guide to best fiction. Index.

102. Encyclopædias, under Peru, subdivision, "Fauna."

103. Index under most important word of each quotation in:
Bartlett, Familiar quotations.
Hoyt, Cyclopædia of quotations.
Walsh, Prose and poetical quotations.

104. Julian, Dictionary of hymnology.

105. a-c. Consult local card catalogue.
d. Upper left hand corner of card.

106. Document catalogues, one published for each congress.

107. a, b, c. World almanac. (Try other almanacs.) Educational directory of the United States Bureau of Education gives some of the items.
Try report of United States Commissioner of Education; index under college in each volume for some of the points.

108. a. Index to short stories, published by Wilson Co.
b. Same as "a," and Poole's index, volume 1882-1887.

109. Explains itself.

110. a. American year-book.
Bliss, Cyclopædia of social reform, end of article.
Cyclopædia of American government, end of article.
Try also, Congressional Record for speeches in Congress on the subject; Readers' guide; Public affairs information service.

b. End of article on Queen Elizabeth in encyclopædias.
Cannon, Reading references for English history gives poems, orations, etc., for periods, if any.
Andrews, Bibliography of history for high school libraries.
Text books on English history.

111. McSpadden; Synopses—one each for Dickens, Shakespeare, Operas.
Warner, Library of the world's best literature; synopses of books in last volumes.
Pierce, Dickens' dictionary.
American cyclopædia of music.

112. February, 2. May, 2. August, 2. November, 2.
March, 3. June, 6. September, 9. December, 12.
April, 1. July, 1. October, 1.

Five December numbers make a volume, as: Vol. 1, 1900-1904; Vol. 2, 1905-1909; Vol. 3, 1910-1914.

113. a. Poole's index to periodical literature, under subject.
b. Six volumes in series.

114. Book review digest.

115. Encyclopædias; sub-heading, hydrography.

116. Local reports of Police commission.

117. Any good Bible concordance; under important word of quotation.

118. a. Webster's New international dictionary; index in reference history edition.
b. Statistical abstract; World, and other almanacs; United States Bureau of Immigration reports.
c. Census abstract.

119. a. A business directory is given at the back, alphabetical under business.
b. A street directory is given at the back; alphabetical under street, sub-arranged by house numbers; streets intersecting between numbers, indicated.
c and d. Miscellaneous information, indexed at front usually; sometimes at back.

120. Encyclopædia Britannica, in general index.

121. Index at front, under article, in:
Hendricks, Commercial register.
Thomas, Register of American manufacturers.

122. Volumes 1-27 and 28-36 in separate indexes. Volumes 28-36 also in first edition of Wilson, Children's catalogue.

123. Readers' guide to periodical literature.

124. Moody, Analyses of investments; index under name of firm, at the front.

125. New international encyclopædia, separate volume, "Courses of reading and study."
Britannica encyclopædia; "Classified list of articles," at end of index volume.
Century book of facts under each subject, at end of article.

126. Thomas, Register of American manufacturers, at the back. (Pink leaves, usually.)

127. Statistical abstract.
World almanac. (Try other almanacs.)

128. Price lists are sent free, upon application to the Supt. of Documents, Washington, D. C.

129. State reports from the Bureau of Labor.

130. Dictionaries.

131. a. Hoyt, Cyclopædia of quotations; arranged by subject; index of subjects at the front.

b. Bartlett, Familiar quotations, arranged by authors; index of authors at the front.

Hoyt gives an alphabetical index at the back of the authors as scattered under the subject arrangement.

132. United States catalogue of books in print. (Gives any book in print.)

Century dictionary, of names. (Volume XI.) (Only standard works.)

New international encyclopædia. (Only standard works.)

Americana encyclopædia. (Only standard works.)

133. Explains itself.

134. United States Bureau of Education; Educational directory.

Local city directory.

135. A preface usually outlines the aim and scope of a book.

136. American year-book; index, under commerce.

Congressional directory.

Cyclopædia of American government; second reference in index at end of Vol. III, under Navigation, Bureau of.

137. a and b. Index to Congressional Record for session indicated.

138. Preceding the first entry of the index proper.

139. World almanac under ruler in index at front. (Try other almanacs.)

Statesman's Year-book.

Whitaker, Almanac.

New international year-book.

Hazell's annual.

140. Library of Congress Printed card catalogue division, Washington, D. C.

141. a-c. Rand-McNally Atlas. Index on back of map of Maine, under Portland; the railroads are indicated by numbers; these numbers appear in red ink on face of the map, followed by name of road.

Trolley lines are indicated by small letters, referring to a list at end of index on back of map. See also, McGraw Electric railway manual.

Railway and steamship guide.

142. New international year-book under name of state.
State manual.
World almanac, index at front under name of state, election returns. (Try other almanacs.)

143. Dictionaries:
Harper Book of facts, under name of state.
State manual.

144. a. Dictionaries: sub-division under word, "order."
b. New Standard.
c. In dictionaries, as other foreign phrases are found.

145. World almanac, indexed at the front under college. (Try other almanacs.)

146. a. A. L. A. Portrait index.
b. Readers' guide to periodical literature.

147. Who's who, at end of article.

148. Readers' guide to periodical literature.
For article published before 1900, Poole's index.
Publisher and price, in United States catalogue of books in print, or supplements.

149. Explains itself.

150. If the preceding problems are understood, no key should be required for this last one; if they are not understood, more study should be given to the problems.

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